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Agenda of:
Regular Public Meeting
Of the
Forestville Water District Board of Directors

Date: **Tuesday, August 9, 2022** Time: **5:30 PM**
Location: **Virtual video conference**

In accordance with AB 361, Governor Newsom's March 4, 2020, State of Emergency due to the COVID-19 pandemic, Sonoma County Public Health Officer's Recommendation for Teleconferenced Meetings, and the Forestville Water District Board of Directors Resolution 413(i), the Aug 9, 2022, Board of Supervisors Meeting will be facilitated using virtual format with listening and participation available through Zoom.

Forestville Water District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access and/or participate in District Board meetings, to please contact the District office at (707) 887-1551 or info@forestvillewd.com, at least three (3) business days before the scheduled District Board meeting to ensure that the District may assist you.

To join Zoom Meeting:

Link: <https://zoom.us/join>
Meeting ID: 854 2213 7673
Password: 686700

To participate in Zoom by telephone:

Dial: 1-669-900-9128
Meeting ID: 854 2213 7673
Password: 686700

RECORDING OF MEETING ANNOUNCEMENT:

This meeting may be recorded to assist in preparation of minutes. Recordings will only be kept for 30 days following the meeting as mandated by the Ralph M. Brown Act.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. STATEMENT OF ABSTENTION

V. PUBLIC COMMENT (Public testimony is limited to three minutes)

VI. CONSENT ITEMS

1. Resolution 413(j)
2. Financial Reports for July 2022
3. Minutes for July 12, 2022, Regular Board Meeting & July 19, 2022, Special Board Meeting

VII. PUBLIC HEARING (No public hearing tonight)

VIII. ACTION ITEMS

- A. 2018 SEWER IMPROVEMENT PROJECT
- B. TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT
- C. PRV REPLACEMENT OPTIONS
- D. SEWER FORCE MAIN PROJECT

- E. GROUNDWATER MONITORING AT THE FORESTVILLE YOUTH PARK
- F. INTERIM WASTEWATER SERVICE AGREEMENT
- G. REBATE PROGRAM
- H. WATER CONSERVATION
- I. NEW WATER RATE STRUCTURE
- J. NOVEMBER 2022 CONSOLIDATED ELECTION
- K. DIRECTOR'S TRAINING
- L. DISTRICT GOAL UPDATES
- M. USDA SEWER LOANS
- N. 2022 BIENNIAL NOTICE
- O. VEHICLE POLICY
- P. HOLIDAY POLICY
- Q. EXTERNAL DISTRICT AUDIT
- R. RESOLUTION 419-AMENDING RESOLUTION 408 (TREASURER)
- S. ESTABLISHING BYLAWS
- T. CORRESPONDENCE
- U. CLOSED SESSION (Gov't. Code #54957) GM PERFORMANCE EVALUATION

IX. DISTRICT ENGINEER MONTHLY REPORT

X. GENERAL MANAGER MONTHLY REPORT

XI. GRATON/FWD SUB-COMMITTEE REPORT

XII. DIRECTORS' REPORT AND CALL FOR FUTURE AGENDA ITEMS

XIII. ADJOURNMENT

How to get an item on the agenda

Items for the agenda of the regular meetings of the Forestville Water District must be submitted to the District in writing. Regular meetings are held the 2nd Tuesday of each month. Submissions must be received by the District no later than ten (10) calendar days before the meeting.

Submit your agenda items to: Forestville Water District, Post Office Box 261, Forestville, CA 95436, or email to: info@forestvillewd.com. Be sure to include your name, address, and phone number. Anonymous submissions will not be considered for discussion.

DRAFT

RESOLUTION NO. 413(j) (SUBSEQUENT)

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FORESTVILLE WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF FORESTVILLE WATER DISTRICT FOR THE PERIOD SEPTEMBER 1ST THROUGH 30TH PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Forestville Water District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Forestville Water District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously conducted remote teleconference meetings in compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, the COVID-19 pandemic present an imminent risk to health and safety; and

WHEREAS, the facilities available to the District to hold in-person meetings are potentially insufficient to allow for social distancing; and

WHEREAS, the Board of Directors does hereby find that the ongoing COVID-19 pandemic and need for social distancing has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of Forestville Water District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the public may access meetings via Zoom or other videoconference service as published in the monthly meeting agenda, and may address the Board of Directors during the public comment portion of the meeting.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF FORESTVILLE WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and meeting in-person would not provide sufficient space to allow for social distancing.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager and legislative bodies of Forestville Water District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect on September 1, 2022 and shall be effective until the earlier of (i) September 30, 2022 or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Forestville Water District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Forestville Water District, this 9th day of August 2022, by the following vote:

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

(Directors: Aldridge, Griffith, McDermott, Monroe and Stuart)

FORESTVILLE WATER DISTRICT: _____

By: Chair of the Board

ATTEST:

Board Clerk

Forestville Water District
Expense and Revenue Report
 "Water" Operation Checking, Period Ending 07/31/2022

Type	Date	Num	Name	Memo	Amount	Balance
Beginning Balance						462,198.58
Cleared Transactions						
Checks and Payments - 62 items						
Other Admin	06/28/2022	15612	Request IT	Monthly licenses and security	-1,770.00	-1,770.00
Health/Dental	06/28/2022	15611	Humana Insurance Co.	July '22 Coverage	-1,495.51	-3,265.51
Various	06/28/2022	15618	Brelje & Race	Various Water projects	-1,437.50	-4,703.01
Mirabel Proj	06/28/2022	15613	River Ready Mix Co.	7590 Mirabel Rd Project	-1,194.76	-5,897.77
Payroll Liability	06/28/2022	15617	CDTFA	Jun '22 Payroll Deduction	-980.80	-6,878.57
Other Admin	06/28/2022	15616	Wizix Technology Group, Inc.	Contract charge - copies	-189.18	-7,067.75
Mirabel Proj	06/28/2022	15609	Canyon Rock Co., Inc.	Mirabel Rd Project	-142.08	-7,209.83
Water	06/28/2022	15614	Sonoma County Water Agenc	Annual Fire Hydrant charges	-64.00	-7,273.83
Other Admin	06/28/2022	15608	Becoming Independent	Secured Document Shredding	-40.00	-7,313.83
Emp Reimburse	06/28/2022	15615	Tony Lopes	Uber -GM conference	-31.22	-7,345.05
Merch Fees	06/28/2022	15610	CUSI Inc	CUSI Merch Service Fees	-25.40	-7,370.45
Health/Dental	07/05/2022	ACH	CalPERS Health Insurance	July 2022	-11,432.79	-18,803.24
Merch Fees	07/05/2022		Bankcard	Blufin Merchant Services-CC & eCheck	-456.57	-19,259.81
Payroll Liability	07/06/2022	E-pay	Umpqua Bank	Fed Tax Payroll PP #14 (6/19-7/2)	-5,274.74	-24,534.55
Payroll Liability	07/06/2022	ACH	Tony D Lopes	PP #14 (6/19-7/2)	-3,891.45	-28,426.00
WC Ins	07/06/2022	15619	ACWA/Joint Powers Insuranc	4th Qtr '21-'22 WC Ins.	-2,842.71	-31,268.71
Payroll Liability	07/06/2022	ACH	Rodrick A Wheeler	PP #14 (6/19-7/2)	-2,573.75	-33,842.46
Payroll Liability	07/06/2022	ACH	Cory M. Ipsen	PP #14 (6/19-7/2)	-2,364.23	-36,206.69
Payroll Liability	07/06/2022	ACH	John H Southard	PP #14 (6/19-7/2)	-2,342.48	-38,549.17
Payroll Liability	07/06/2022	15622	Rick's Complete Auto	1999 GMC Truck repair	-1,941.47	-40,490.64
Payroll Liability	07/06/2022	ACH	Dawn M. Colen-Leith	PP #14 (6/19-7/2)	-1,758.88	-42,249.52
Payroll Liability	07/06/2022	ACH	Gwen M Taylor	PP #14 (6/19-7/2)	-1,471.19	-43,720.71
Payroll Liability	07/06/2022	E-pay	CA Employment Developmen	499-0852-8 QB Tracking # 1289415674	-1,168.25	-44,888.96
Legal	07/06/2022	15621	Perry Law	Legal Services for 6/2/22-6/14/22	-1,000.00	-45,888.96
Payroll Liability	07/06/2022	ACH	CalPERS	CalPERS PEPRA (Employee)	-791.40	-46,680.36
Utilitites	07/06/2022	15620	Airespring	Internet Service (July charges)	-597.48	-47,277.84
Payroll Liability	07/06/2022	ACH	CalPERS	Employees 457 Contributions	-580.00	-47,857.84
Payroll Liability	07/06/2022	ACH	CalPERS	CalPERS 457 Employee Loan Repayment	-295.00	-48,152.84
Utilitites	07/06/2022	15623	Streamline	Website	-200.00	-48,352.84
Vision	07/06/2022	15624	ACWA/Joint Powers Insuranc	August '22 Vision	-161.10	-48,513.94
Payroll Liability	07/07/2022	ACH	CalPERS	Classic Annual Unfunded Liability FY 22-23	-52,936.00	-101,449.94
Payroll Liability	07/07/2022	ACH	CalPERS	PP #14 (6/19-7/2) CalPERS Retire Contr	-2,902.48	-104,352.42
Payroll Liability	07/07/2022	ACH	CalPERS	Pepra Annual Unfunded Liability FY 22-23	-984.00	-105,336.42
Emp Reimburse	07/07/2022	15625	John H. Southard	Truck Expense	-44.47	-105,380.89
Merch Fees	07/11/2022		Umpqua Bank	Bank's Service Fee - Merch Serv	-33.90	-105,414.79
Fuel	07/15/2022	ACH	Robinson Oil	autopay	-516.69	-105,931.48
CC-Variou	07/19/2022	15632	Umpqua Bank	CC statement 5/31/22	-4,856.61	-110,788.09
Payroll Liab	07/19/2022	ACH	Dawn M. Colen-Leith	PTO Cashed Out	-1,095.83	-111,883.92
Communication	07/19/2022	15633	Verizon Wireless	Cell Service charges (6/5/22-7/4/22)	-291.21	-112,175.13
Office Supply	07/19/2022	15628	Graybar Financial Services	Office phones lease	-276.18	-112,451.31
Lab	07/19/2022	15627	Brelje & Race Lab, Inc.	Lab testing services for Jun '22	-152.00	-112,603.31
Garbage	07/19/2022	15630	Recology Sonoma Marin	Garbage & Recycled Service for Jun '22	-132.48	-112,735.79
Various	07/19/2022	15629	Ideal Hardware	Jun '22 Various charges	-95.44	-112,831.23
Payroll Liability	07/20/2022	E-pay	Umpqua Bank	Fed Payroll taxes PP #15 (7/3-7/16)	-6,206.66	-119,037.89

Forestville Water District Expense and Revenue Report

"Water" Operation Checking, Period Ending 07/31/2022

Payroll Liability	07/20/2022	ACH	Tony D Lopes	Payroll PP #15 (7/3-7/16/22)	-4,045.33	-123,083.22
CalPERS	07/20/2022	ACH	CalPERS	PP #15 (7/3-7/16) CalPERS Retire Contr	-3,053.42	-126,136.64
Payroll Liability	07/20/2022	ACH	Cory M. Ipsen	Payroll PP #15 (7/3-7/16/22)	-2,987.13	-129,123.77
Payroll Liability	07/20/2022	ACH	John H Southard	Payroll PP #15 (7/3-7/16/22)	-2,779.22	-131,902.99
Payroll Liability	07/20/2022	ACH	Rodrick A Wheeler	Payroll PP #15 (7/3-7/16/22)	-2,732.34	-134,635.33
Payroll Liability	07/20/2022	ACH	Dawn M. Colen-Leith	Payroll PP #15 (7/3-7/16/22)	-1,982.02	-136,617.35
Payroll Liability	07/20/2022	ACH	Gwen M Taylor	Payroll PP #15 (7/3-7/16/22)	-1,537.00	-138,154.35
Payroll Liability	07/20/2022	E-pay	CA Employment Developmen	State Payroll taxes PP #15 (7/3-7/16)	-1,465.93	-139,620.28
Payroll Liability	07/20/2022	ACH	CalPERS	PP #15 PEPRA (Employees) 1373679084	-865.21	-140,485.49
Payroll Liability	07/20/2022	ACH	CalPERS	PP #15 CalPERS 457 (Employees)	-580.00	-141,065.49
A/R	07/20/2022	ACH Au	Water A/R	Customer - ACH Pmt reversed	-378.54	-141,444.03
Payroll Liability	07/20/2022	E-pay	Umpqua Bank	Fed Tax PP #15 (7/3-7/16/22)	-349.94	-141,793.97
Payroll Liability	07/20/2022	ACH	CalPERS	PP #15 457 Employee	-295.00	-142,088.97
Bank Fee	07/20/2022	ACH	Umpqua Bank	Analysis Report	-202.88	-142,291.85
Payroll Liability	07/20/2022	E-pay	CA Employment Developmen	State Payroll taxes PP #15 (7/3-7/16)	-45.40	-142,337.25
Prop Tax	07/28/2022	GJE	SoCo Property Tax payment	PY Secured Teeter Adjustment	-13.54	-142,350.79
Prop Tax	07/28/2022	GJE	SoCo Property Tax payment	PY Supp Teeter Adjustment	-5.68	-142,356.47
Fuel	07/29/2022	ACH	Robinson Oil	autopay	-607.51	-142,963.98
Total Checks and Payments					-142,963.98	-142,963.98
Deposits and Credits - 63 items						
	05/06/2022		Deposit	Water A/R	401.22	401.22
	05/10/2022		Deposit	Water A/R	276.29	677.51
	05/12/2022		Deposit	Water A/R	500.00	1,177.51
	05/16/2022		Deposit	Water A/R	458.29	1,635.80
	05/24/2022		Deposit	Water A/R	178.22	1,814.02
	05/24/2022		Deposit	Water A/R	751.27	2,565.29
	05/25/2022		Deposit	Water A/R	370.30	2,935.59
	05/26/2022		Deposit	Water A/R	80.42	3,016.01
	05/31/2022		Deposit	Water A/R	489.53	3,505.54
	06/01/2022		Deposit	Water A/R	105.00	3,610.54
	06/06/2022		Deposit	Water A/R	52.00	3,662.54
	06/29/2022		Deposit	Water A/R	58.21	3,720.75
	07/05/2022		Deposit	Water A/R	286.61	4,007.36
	07/05/2022		Deposit	Water A/R	452.44	4,459.80
	07/05/2022		Deposit	Water A/R	577.37	5,037.17
	07/06/2022		Deposit	Water A/R	80.00	5,117.17
	07/06/2022		Deposit	Water A/R	200.00	5,317.17
	07/06/2022		Deposit	Water A/R	970.46	6,287.63
	07/15/2022		Deposit	Water A/R	139.28	6,426.91
	07/15/2022		Deposit	Water A/R	175.77	6,602.68
	07/15/2022		Deposit	Water A/R	438.35	7,041.03
	07/15/2022		Deposit	Water A/R	606.58	7,647.61
	07/15/2022		Deposit	Water A/R	922.44	8,570.05
	07/15/2022		Deposit	Water A/R	1,283.17	9,853.22
	07/15/2022		Deposit	Water A/R	3,133.38	12,986.60
	07/15/2022		Deposit	Water A/R	12,823.08	25,809.68
	07/15/2022		Deposit	Water A/R	31,100.94	56,910.62
	07/19/2022		General Journal Entry	CT Paid out (difference - QB & ACH)	0.01	56,910.63

Forestville Water District Expense and Revenue Report

"Water" Operation Checking, Period Ending 07/31/2022

07/20/2022	Deposit	Water A/R	107.01	57,017.64	
07/20/2022	Deposit	Water A/R	463.83	57,481.47	
07/20/2022	Deposit	Water A/R	4,212.33	61,693.80	
07/20/2022	Deposit	Water A/R	11,083.16	72,776.96	
07/20/2022	Deposit	Water A/R	16,136.48	88,913.44	
07/20/2022	Deposit	Water A/R	34,036.92	122,950.36	
07/22/2022	Deposit	Water A/R	11,481.89	134,432.25	
07/25/2022	Deposit	Water A/R	92.84	134,525.09	
07/25/2022	Deposit	Water A/R	153.17	134,678.26	
07/25/2022	Deposit	Water A/R	154.80	134,833.06	
07/25/2022	Deposit	Water A/R	181.39	135,014.45	
07/25/2022	Deposit	Water A/R	194.94	135,209.39	
07/25/2022	Deposit	Water A/R	515.34	135,724.73	
07/25/2022	Deposit	Water A/R	660.57	136,385.30	
07/25/2022	Deposit	Water A/R	735.40	137,120.70	
07/25/2022	Deposit	Water A/R	757.38	137,878.08	
07/25/2022	Deposit	Water A/R	21,844.81	159,722.89	
07/26/2022	Deposit	Water A/R	1,362.77	161,085.66	
07/26/2022	Deposit	Water A/R	2,270.94	163,356.60	
07/27/2022	Deposit	Water A/R	1,242.45	164,599.05	
07/27/2022	Deposit	Water A/R	1,542.72	166,141.77	
07/27/2022	Deposit	Water A/R	2,483.65	168,625.42	
07/27/2022	Deposit	Water A/R	7,633.67	176,259.09	
07/28/2022	Deposit	Water A/R	11.72	176,270.81	
07/28/2022	Deposit	Water A/R	70.51	176,341.32	
07/28/2022	Deposit	Water A/R	93.82	176,435.14	
07/28/2022	So Co Tax Collector	PY Unsecured	117.72	176,552.86	
07/28/2022	So Co Tax Collector	Prop Tax Backfill	217.13	176,769.99	
07/28/2022	So Co Tax Collector	CY Unsecured	374.50	177,144.49	
07/28/2022	So Co Tax Collector	HOPTR	490.87	177,635.36	
07/28/2022	Deposit	Water A/R	838.50	178,473.86	
07/28/2022	Deposit	Water A/R	1,850.97	180,324.83	
07/28/2022	So Co Tax Collector	CY Supplemental	2,017.12	182,341.95	
07/28/2022	Deposit	Water A/R	2,987.30	185,329.25	
07/28/2022	So Co Tax Collector	CY Secured	9,118.33	194,447.58	
	Total Deposits and Credits		194,447.58	194,447.58	
	Total Cleared Transactions		51,483.60	51,483.60	
Cleared Balance			51,483.60	513,682.18	
Uncleared Transactions					
Checks and Payments - 10 items					
11/27/2019	14931	Accu-Bore	-50.00	-50.00	
05/05/2022	15570	Engineering News-Record	Membership renewal	-108.00	-158.00
07/19/2022	15631	Sonoma County Water Agenc	Purchased Water (5/31/22-6/30/22)	-33,577.19	-33,735.19
07/19/2022	15626	Alhambra	Water Equipment Rental Jun '22	-9.99	-33,745.18
07/27/2022	15634	ACWA/JPIA Insurance	Property Program for 7/1/22-6/30/23	-7,306.38	-41,051.56
07/27/2022	15637	Humana Insurance Co.	August '22 Coverage	-1,495.51	-42,547.07
07/27/2022	15636	Brelje & Race		-905.00	-43,452.07
07/27/2022	15638	Underground Service Alert		-303.15	-43,755.22

Forestville Water District
Expense and Revenue Report
"Water" Operation Checking, Period Ending 07/31/2022

07/27/2022	15639	Wizix Technology Group, Inc. Contract charge - copies	-101.51	-43,856.73
07/27/2022	15635	Becoming Independent Secured Document Shredding	-40.00	-43,896.73
		Total Checks and Payments	-43,896.73	-43,896.73
		Deposits and Credits - 11 items		
07/20/2022		Deposit Water A/R	448.00	448.00
07/20/2022		Deposit Water A/R	530.43	978.43
07/22/2022		Deposit Water A/R	145.00	1,123.43
07/25/2022		Deposit Water A/R	468.00	1,591.43
07/26/2022		Deposit Water A/R	916.00	2,507.43
07/27/2022		Deposit Water A/R	91.22	2,598.65
07/27/2022		Deposit Water A/R	654.22	3,252.87
07/28/2022		Deposit Water A/R	310.00	3,562.87
07/28/2022		Deposit Water A/R	1,011.89	4,574.76
07/29/2022		Deposit Water A/R	172.44	4,747.20
07/31/2022		Deposit Water A/R	603.46	5,350.66
		Total Deposits and Credits	5,350.66	5,350.66
		Total Uncleared Transactions	-38,546.07	-38,546.07
Register Balance as of 07/31/2022			12,937.53	475,136.11
		New Transactions		
		Checks and Payments - 16 items		
08/02/2022	ACH	CalPERS Health Insurance	-11,442.45	-11,442.45
08/03/2022	E-pay	Umpqua Bank	-5,926.08	-17,368.53
08/03/2022	ACH	Tony D Lopes	-4,045.34	-21,413.87
08/03/2022	ACH	CalPERS	-3,109.94	-24,523.81
08/03/2022	ACH	Cory M. Ipsen	-2,862.41	-27,386.22
08/03/2022	ACH	John H Southard	-2,667.27	-30,053.49
08/03/2022	ACH	Rodrick A Wheeler	-2,563.39	-32,616.88
08/03/2022	ACH	Dawn M. Colen-Leith	-1,829.11	-34,445.99
08/03/2022	ACH	Gwen M Taylor	-1,537.01	-35,983.00
08/03/2022	E-pay	CA EDD	-1,367.10	-37,350.10
08/03/2022	ACH	CalPERS	-837.73	-38,187.83
08/03/2022	ACH	CalPERS	-580.00	-38,767.83
08/03/2022	ACH	CalPERS	-295.00	-39,062.83
08/03/2022	ACH	Destiny Harp	-82.13	-39,144.96
08/03/2022	E-pay	EDD	-3.33	-39,148.29
08/03/2022	E-pay	Umpqua Bank	-0.54	-39,148.83
		Total Checks and Payments	-39,148.83	-39,148.83
		Total New Transactions	-39,148.83	-39,148.83
Ending Balance			-26,211.30	435,987.28

FORESTVILLE WATER DISTRICT
"WATER" OPERATIONS
SCHEDULE OF CASH & INVESTMENTS
JULY 2022

BROKERAGE ACCOUNT	DATE	Investments Total
STEWARD PARTNERS	8/3/2022	\$613,275.61

SONOMA COUNTY TREASURY INVESTMENT POOL	DATE	TOTAL
	6/30/2022	\$753,251.57

COMBINED TOTAL OF INVESTMENTS **\$1,366,527.18**

UMPQUA BANK:
 OPERATIONS CHECKING 6/30/2022 **\$475,211.11**

GRAND TOTAL **\$1,841,738.29**

BOARD CLERK SIGNATURE: x _____

DIRECTOR INITIALS:

x _____ x _____ x _____

Forestville Water District
"Water" Profit & Loss Budget vs. Actual
 July 2022

	Jul 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · Water Sales				
RECYCLED WATER ACCOUNTS				
41800 · Recycled Water	0.00	33,132.64	-33,132.64	0.0%
Total RECYCLED WATER ACCOUNTS	0.00	33,132.64	-33,132.64	0.0%
41000R · Sales Allowance & Adjustment	-358.75			
41100 · Residential	36.55			
41000 · Water Sales - Other	0.00	1,177,565.08	-1,177,565.08	0.0%
Total 41000 · Water Sales	-322.20	1,210,697.72	-1,211,019.92	-0.03%
49000 · Non-Operating				
49100 · Re-Connect Fees-Late Pay Chrgs	1,820.00			
49200 · Interest	82.23	6,114.36	-6,032.13	1.35%
49300 · Taxes & Assessments	193,874.00	179,311.13	14,562.87	108.12%
49521 · Home Owners Property Tax Relief	834.00			
Total 49000 · Non-Operating	196,610.23	185,425.49	11,184.74	106.03%
Total Income	196,288.03	1,396,123.21	-1,199,835.18	14.06%
Cost of Goods Sold				
Purchased Water From SCWA				
51300 · Purchased Water	0.00	447,960.82	-447,960.82	0.0%
51320 · Cotati Intertie	0.00	3,729.60	-3,729.60	0.0%
Total Purchased Water From SCWA	0.00	451,690.42	-451,690.42	0.0%
Total COGS	0.00	451,690.42	-451,690.42	0.0%
Gross Profit	196,288.03	944,432.79	-748,144.76	20.78%
Expense				
Employee Benefits				
56350 · Unemployment Insurance	0.00	2,400.00	-2,400.00	0.0%
56400 · Health & Dental Insurance	11,978.90	134,000.00	-122,021.10	8.94%
56450 · Vision Care Insurance	161.10	2,000.00	-1,838.90	8.06%
56500 · Social Security & Medicare	3,576.71	44,000.00	-40,423.29	8.13%
56501 · CalPERS for Classic	59,875.90	46,500.00	13,375.90	128.77%
56505 · CalPERS for PEPRA employees	1,656.61	50,500.00	-48,843.39	3.28%
Total Employee Benefits	77,249.22	279,400.00	-202,150.78	27.65%
Operations & Maintenance				
54120 · Labor (RRU)	0.00	0.00	0.00	0.0%
54210 · Materials & Supplies	0.00	13,000.00	-13,000.00	0.0%
54220 · Machine Hire	0.00	20,000.00	-20,000.00	0.0%
54230 · Maintenance & Repair	0.00	25,000.00	-25,000.00	0.0%
54235 · Garbage+Recycled Waste Service	0.00	1,900.00	-1,900.00	0.0%
56210 · Office Supplies	9.99	18,000.00	-17,990.01	0.06%
56211 · Bank Service Charges	202.88	3,100.00	-2,897.12	6.55%
56212 · Uniforms	0.00	2,000.00	-2,000.00	0.0%
56213 · Merchant Fees	490.47	4,000.00	-3,509.53	12.26%
56220 · PG&E	797.48	3,000.00	-2,202.52	26.58%

Forestville Water District
"Water" Profit & Loss Budget vs. Actual
 July 2022

	Jul 22	Budget	\$ Over Budget	% of Budget
56221 · Sewer Direct Charges - Annual	0.00	1,500.00	-1,500.00	0.0%
56231 · Telephone	567.39	7,000.00	-6,432.61	8.11%
56232 · Translation Services	0.00	2,000.00	-2,000.00	0.0%
56233 · CUSI software annual fee	0.00	9,000.00	-9,000.00	0.0%
56236 · Vehicle Fuel Expense (shared)	1,124.20	6,000.00	-4,875.80	18.74%
56239 · Training	0.00	5,000.00	-5,000.00	0.0%
56240 · Other Administrative Expenses	322.37	7,000.00	-6,677.63	4.61%
56241 · Other Admin Services (shared)	141.51	7,000.00	-6,858.49	2.02%
56242 · Membership Dues (include LAFCO)	0.00	18,000.00	-18,000.00	0.0%
56243 · Election	0.00	4,000.00	-4,000.00	0.0%
56245 · Permit Fees	0.00	3,000.00	-3,000.00	0.0%
56246 · Consulting-Office Tech/Support	0.00	10,000.00	-10,000.00	0.0%
56300 · Comp & Liability Insurance				
56301 · Liability & Property	7,306.38	25,000.00	-17,693.62	29.23%
56302 · Workers Comp	0.00	12,000.00	-12,000.00	0.0%
Total 56300 · Comp & Liability Insurance	7,306.38	37,000.00	-29,693.62	19.75%
56702 · Lab Testing- Water Analysis	152.00	2,600.00	-2,448.00	5.85%
56800 · Audit	0.00	5,800.00	-5,800.00	0.0%
56801 · Attorney-specific water issues	0.00	4,000.00	-4,000.00	0.0%
56802 · Attorney-Retainer	0.00	10,000.00	-10,000.00	0.0%
56804 · Truck Expense	44.47	10,000.00	-9,955.53	0.45%
56806 · Engineer-specific water issues	0.00	15,000.00	-15,000.00	0.0%
56807 · Engineer	0.00	6,000.00	-6,000.00	0.0%
56810 · Recycled Water Chrgs to FWD SSZ	0.00	35,000.00	-35,000.00	0.0%
Total Operations & Maintenance	11,159.14	294,900.00	-283,740.86	3.78%
Salaries & Wages				
54100 · Management (Salaries)				
54100.9 · General Manager Salary	10,671.49	140,759.61	-130,088.12	7.58%
Total 54100 · Management (Salaries)	10,671.49	140,759.61	-130,088.12	7.58%
54104 · Administration PTO				
54104.1 · Vacation	1,218.00			
Total 54104 · Administration PTO	1,218.00			
54105 · Operations PTO				
54105.1 · Vacation - LPO	4,073.08			
54105.4 · Vacation - Operator	158.32			
54105.5 · Sick Pay - Operator	395.80			
54105.6 · Comp Time - Operator	395.80			
Total 54105 · Operations PTO	5,023.00			
54106 · Lead Plant Operator Salary				
54106.1 · Lead Plant Op Overtime Pay	1,200.48	9,000.00	-7,799.52	13.34%
54106.2 · Lead Plant Op Standby Pay	401.76	6,000.00	-5,598.24	6.7%
54106.3 · Holiday Pay Grade III	500.20			
54106.4 · LPO- Bi Wk hourly	3,263.32	103,063.95	-99,800.63	3.17%
54106 · Lead Plant Operator Salary - Other	0.00			

Forestville Water District
"Water" Profit & Loss Budget vs. Actual
 July 2022

	Jul 22	Budget	\$ Over Budget	% of Budget
Total 54106 · Lead Plant Operator Salary	5,365.76	118,063.95	-112,698.19	4.55%
54107 · Water/Sewer Grade 2 Op Salary				
54107.1 · Water/Sewer Grade 2 Op Overtime	0.00	8,000.00	-8,000.00	0.0%
54107.2 · Water/Sewer Grade 2 Op Standby	741.61	6,000.00	-5,258.39	12.36%
54107.3 · Holiday Pay-Grade II Operator	413.70			
54107.4 · Grade II Operator- Bi Wk Hourly	6,047.90			
54107 · Water/Sewer Grade 2 Op Salary - Other	0.00	85,629.14	-85,629.14	0.0%
Total 54107 · Water/Sewer Grade 2 Op Salary	7,203.21	99,629.14	-92,425.93	7.23%
54109 · Water/Sewer Grade 2 Op Salary 2				
54109.1 · Water/Sewer Grade 2 Op OT 2	0.00	8,000.00	-8,000.00	0.0%
54109.2 · Water/Sewer Grade 2 Standby 2	665.57	6,000.00	-5,334.43	11.09%
54109.4 · Comp Time Paid Out (#2)	207.80			
54109 · Water/Sewer Grade 2 Op Salary 2 - Other	5,333.48	85,220.05	-79,886.57	6.26%
Total 54109 · Water/Sewer Grade 2 Op Salary 2	6,206.85	99,220.05	-93,013.20	6.26%
54110 · Office Admin/Board Clerk Salary				
54110.6 · Cust Serv/Admin Asst				
54110.7 · Holiday Pay-Cust Serv/Admin	304.50			
54111 · Office Admin Salary	3,233.50	62,743.44	-59,509.94	5.15%
54110 · Office Admin/Board Clerk Salary - Other	5,685.05	64,858.80	-59,173.75	8.77%
Total 54110 · Office Admin/Board Clerk Salary	9,223.05	127,602.24	-118,379.19	7.23%
54999 · Merit Salary Increase	0.00	5,214.15	-5,214.15	0.0%
Total Salaries & Wages	44,911.36	590,489.14	-545,577.78	7.61%
54115 · Comp Time Cashed In	692.59			
54116 · - Vacation Paid-Out	692.60			
Total Expense	134,704.91	1,164,789.14	-1,030,084.23	11.57%
Net Ordinary Income	61,583.12	-220,356.35	281,939.47	-27.95%
Other Income/Expense				
Other Income				
56805 · Reimbursement from Sewer	0.00	421,100.67	-421,100.67	0.0%
Total Other Income	0.00	421,100.67	-421,100.67	0.0%
Net Other Income	0.00	421,100.67	-421,100.67	0.0%
Net Income	61,583.12	200,744.32	-139,161.20	30.68%

Forestville Water District
Balance Sheet
As of July 31, 2022

	Jul 31, 22
ASSETS	
Current Assets	
Checking/Savings	
13102 · Umpqua Bank Operation Checking	475,136.11
13400 · Imprest Cash	75.00
Total Checking/Savings	475,211.11
Accounts Receivable	
13710 · A/R - Utility Services	24,729.17
13800 · Allowance for Uncollectibles	-2,071.29
13900 · Property Taxes	161,538.45
Total Accounts Receivable	184,196.33
Other Current Assets	
13200.4 · So Co Investment Interest	326,721.56
13705 · So Co Investment Pool	417,741.50
13715 · Chase Bank Investments	669,965.00
13999 · Due from Sewer - shared costs	3,707.94
14300 · Inventory of Materials-Supplies	8,243.10
14400 · Prepaid Insurance	5,103.75
Total Other Current Assets	1,431,482.85
Total Current Assets	2,090,890.29
Fixed Assets	
11120 · Utility Plant Land	46,880.00
11164 · 7590 Mirabel Rd Water Project	28,093.52
11165 · Fiber Optic Project - Office	9,525.68
11166 · Kyocera Copier - New 2022	8,674.58
11169 · Hydrant Repair - El Molino	10,662.95
11170 · Utility Plant in Service	1,945,064.58
11171 · A/D - Utility Plant in Service	-1,525,640.26
11172 · Hydrant Replacement Project	20,132.87
11173 · Anderson Water Main Building	59,391.38
11174 · GIS Mapping Platform-Water	8,425.00
11176 · CUSI Billing System	26,984.00
11177 · Hydraulic Modeling/50-90 Valve	7,359.87
11178 · PRV Repair/Replacement	294,896.27
11179 · Wohler Bridge Pipe Abandonment	63,915.00
11180.1 · Office Equipment	43,068.49
11180.2 · Tools & Equipment	43,445.62
11180.3 · Transportation Equipment	86,195.40
11180.4 · Utility Plant Building	107,219.75
11181 · A/D - Office Equipment	-41,335.22
11182 · A/D - Tools & Equipment	-41,462.53
11183 · A/D - Transportation Equipment	-67,028.94
11184 · A/D - Utility Plant Building	-40,381.00
Total Fixed Assets	1,094,087.01
TOTAL ASSETS	3,184,977.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
22200 · Accounts Payable	-6,207.89
Total Accounts Payable	-6,207.89
Other Current Liabilities	
22600 · Customer Deposits	250.00

Forestville Water District

08/03/22

Balance Sheet

Accrual Basis

As of July 31, 2022

	<u>Jul 31, 22</u>
22900 · Payroll Liabilities	
22901 · Social Security	-22.00
22902 · Medicare	-5.18
22903 · FIT	-44.00
22904 · SIT	31.73
22905 · State Unemployment	-7.37
22906 · Employment Training Tax	-0.21
22908 · Disability Insurance - Employee	3.82
22900 · Payroll Liabilities - Other	2,095.76
	<hr/>
Total 22900 · Payroll Liabilities	2,052.55
22910 · Accrued Vacation	23,527.00
22912 · Employee Benefits Payable	-75.54
23500 · Due to "Sewer"-shared cost back	32,874.65
	<hr/>
Total Other Current Liabilities	58,628.66
	<hr/>
Total Current Liabilities	52,420.77
Long Term Liabilities	
26000 · GASB 68 Pension Liability	
26001 · Deferred Inflows - GASB 68	7,080.00
26002 · Deferred Outflows - GASB 68	-250,184.00
26000 · GASB 68 Pension Liability - Other	607,745.00
	<hr/>
Total 26000 · GASB 68 Pension Liability	364,641.00
	<hr/>
Total Long Term Liabilities	364,641.00
	<hr/>
Total Liabilities	417,061.77
Equity	
11100 · Retained Earnings	1,477,246.46
30000 · Opening Bal Equity	-212,551.99
30100 · Contributed Capital	180,451.53
31000.1 · R/E - Unreserved	191,750.41
31000.2 · Capital Outlay	503,194.00
31000.3 · For Repair/Replace for Exist	566,242.00
Net Income	61,583.12
	<hr/>
Total Equity	2,767,915.53
	<hr/>
TOTAL LIABILITIES & EQUITY	3,184,977.30
	<hr/> <hr/>

Sewer Service Zone
Expense and Revenue Report
Sewer Checking Accounts, Period Ending 07/31/2022
Sewer "Operations" Checking

Type	Date	Num	Name	Memo	Amount	Balance
Beginning Balance						1,384,794.55
Cleared Transactions						
Checks and Payments - 12 items						
Various	06/28/2022	5694	Brelje & Race	Various SSZ Projects	-21,328.59	-21,328.59
Permit	06/28/2022	5692	No. So. County Air Pollution C	Annual Permits for generators	-1,922.00	-23,250.59
Maint/Repair	06/28/2022	5693	Pace Supply	Maintenance/Repair system	-600.88	-23,851.47
Telephone	06/28/2022	5691	AT&T	SSZ monitor monthly telephone charges	-68.96	-23,920.43
SCADA	07/06/2022	5695	Aspect Engineering Group	repair	-690.00	-24,610.43
Mach Hire	07/19/2022	5697	MIKSIS SERVICES, INC.	Emergency Liftstation service	-5,247.50	-29,857.93
CC	07/19/2022	5698	Umpqua Bank	Statement ending date 5/31/22	-863.13	-30,721.06
Telephone	07/19/2022	5696	AT&T	SSZ Plant landline	-815.81	-31,536.87
Utilities	07/20/2022	ACH	Forestville Water District	May/Jun '22 Water Statements	-503.60	-32,040.47
Ops/Maint	07/27/2022	ACH	PG&E	Sewer plant	-9,360.23	-41,400.70
Ops/Maint	07/27/2022	ACH	PG&E	Lift station electricity	-1,104.89	-42,505.59
Ops/Maint	07/27/2022	ACH	PG&E	Covey Bldg electricity	-40.49	-42,546.08
Total Checks and Payments					-42,546.08	-42,546.08
Deposits and Credits - 6 items						
	05/06/2022		Deposit	PSL Review	75.00	75.00
	05/06/2022		Deposit	PSL Review	80.00	155.00
	07/28/2022		Deposit	Pool Interest	57.08	212.08
	07/28/2022		Taxes from County	PY Secured	9,645.60	9,857.68
	07/28/2022		Taxes from County	CY Secured MH	23,028.00	32,885.68
	07/28/2022		Taxes from County	CY Secured FC	29,505.65	62,391.33
Total Deposits and Credits					62,391.33	62,391.33
Total Cleared Transactions					19,845.25	19,845.25
Cleared Balance					19,845.25	1,404,639.80
Uncleared Transactions						
Checks and Payments - 6 items						
	07/27/2022	5701	Brelje & Race		-17,101.95	-17,101.95
	07/27/2022	5703	C.L. Batchelder Co, LLC		-6,470.00	-23,571.95
	07/27/2022	5702	Brelje and Race Laboratories, Inc.		-2,096.00	-25,667.95
	07/27/2022	5700	Bartley Pump, PM LLC		-2,075.70	-27,743.65
	07/27/2022	5699	Aspect Engineering Group		-115.00	-27,858.65
	07/27/2022	5704	Roger's Pool and Spa Service, Inc.		-46.92	-27,905.57
Total Checks and Payments					-27,905.57	-27,905.57
Total Uncleared Transactions					-27,905.57	-27,905.57
Register Balance as of 07/31/2022					-8,060.32	1,376,734.23
Ending Balance					-8,060.32	1,376,734.23

Sewer Service Zone
Expense and Revenue Report
 Sewer Checking Accounts, Period Ending 07/31/2022
 Sewer "Connection" Checking

Type	Date	Num	Name	Memo	Amount	Balance
Beginning Balance						199,736.13
			Cleared Balance			199,736.13
Register Balance as of 07/31/2022						199,736.13
Ending Balance						199,736.13

FORESTVILLE WATER DISTRICT
"SEWER SERVICE ZONE"
SCHEDULE OF CASH & INVESTMENTS
JULY 2022

BROKERAGE ACCOUNT	DATE	Investments Total
STEWARD PARTNERS	8/3/2022	\$137,353.12

SONOMA COUNTY TREASURY INVESTMENT POOL	DATE	TOTAL
	6/30/2022	\$247,705.13

COMBINED TOTAL OF INVESTMENTS **\$385,058.25**

UMPQUA BANK:

OPERATIONS CHECKING	7/31/2022	\$1,376,734.23
CONNECTION FEE CHECKING	7/31/2022	\$199,736.13 (RESTRICTED)

GRAND TOTAL **\$1,961,528.61**

BOARD CLERK SIGNATURE: x _____

DIRECTOR INITIALS:

x _____
x _____
x _____

Sewer Service Zone
Profit & Loss Budget vs. Actual
 July 2022

	Jul 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · SEWER INCOME				
41200 · Fstvl Dir Chrgs-frm Tax Roll CY	577,583.98	660,701.72	-83,117.74	87.42%
41250 · MH Dir Chrgs-from Tax Roll CY	338,945.38	348,289.22	-9,343.84	97.32%
41300 · El Molino HS Dir Chrgs-CY	47,281.02	52,626.88	-5,345.86	89.84%
41350 · Fvl Elem School-Dir Chrgs CY	28,410.08	31,245.18	-2,835.10	90.93%
41400 · SoCo Pub Wks-Dir Chrgs CY	1,861.88	2,261.20	-399.32	82.34%
41450 · Steelhead Beach Direct Charges	18,544.60	18,211.20	333.40	101.83%
41452 · Fstvl Fire Protect-CY Dir Chgs	6,062.84	5,380.10	682.74	112.69%
41453 · FWD Direct Charges/Office Bldg	1,115.96	1,065.92	50.04	104.7%
41460 · Miscellaneous Income	75.00			
41465 · Recycled Water-Irrigation	0.00	19,270.03	-19,270.03	0.0%
41470 · Recycled Water-Ag Users	0.00	13,862.61	-13,862.61	0.0%
Total 41000 · SEWER INCOME	1,019,880.74	1,152,914.06	-133,033.32	88.46%
Total Income	1,019,880.74	1,152,914.06	-133,033.32	88.46%
Gross Profit	1,019,880.74	1,152,914.06	-133,033.32	88.46%
Expense				
Loans				
59100 · Interest paid on loans				
59014 · USDA Loan 92-14-Interest Expens	0.00	73,000.00	-73,000.00	0.0%
59016 · USDA Loan 92-16-Interest Expens	0.00	29,000.00	-29,000.00	0.0%
59017 · USDA Loan 92-17-Interest Expens	0.00	7,000.00	-7,000.00	0.0%
Total 59100 · Interest paid on loans	0.00	109,000.00	-109,000.00	0.0%
59101 · Principal for Budgeting Purpose				
59114 · USDA Loan 92-14-Principal	0.00	38,300.00	-38,300.00	0.0%
59116 · USDA Loan 92-16-Principal	0.00	15,300.00	-15,300.00	0.0%
59117 · USDA Loan 92-17- Principal	0.00	4,100.00	-4,100.00	0.0%
Total 59101 · Principal for Budgeting Purpose	0.00	57,700.00	-57,700.00	0.0%
Total Loans	0.00	166,700.00	-166,700.00	0.0%
Operations & Maintenance				
54210 · Materials & Supplies	0.00	10,000.00	-10,000.00	0.0%
54220 · Machine Hire	3,360.00	10,000.00	-6,640.00	33.6%
54230 · Maint/Repair System	2,190.70	30,000.00	-27,809.30	7.3%
54235 · Garbage+Recycled Waste Services	0.00	551.00	-551.00	0.0%
54240 · Collection Systems Maintenance	0.00	10,000.00	-10,000.00	0.0%
56211 · Office Supplies (shared)	0.00	5,220.00	-5,220.00	0.0%
56212 · Uniforms	0.00	580.00	-580.00	0.0%
56213 · Bank Service Charges (shared)	0.00	899.00	-899.00	0.0%
56220 · PG&E Plant Usage	0.00	110,000.00	-110,000.00	0.0%
56221 · P.G. & E. - (shared)	0.00	870.00	-870.00	0.0%
56225 · Utilities-Forestville Water	0.00	3,000.00	-3,000.00	0.0%
56230 · Telephone- plant useage	815.81	8,000.00	-7,184.19	10.2%
56231 · Telephone- (shared)	0.00	2,030.00	-2,030.00	0.0%
56232 · Translation Services	0.00	2,000.00	-2,000.00	0.0%
56235 · Memberships & LAFCO charges	0.00	2,100.00	-2,100.00	0.0%

Sewer Service Zone
Profit & Loss Budget vs. Actual
 July 2022

	Jul 22	Budget	\$ Over Budget	% of Budget
56236 · Vehicle Fuel Expense	0.00	1,740.00	-1,740.00	0.0%
56239 · Training	0.00	2,000.00	-2,000.00	0.0%
56240 · Other Admin costs (sewer only)	0.00	2,030.00	-2,030.00	0.0%
56241 · Other Admin Services (shared)	0.00	2,030.00	-2,030.00	0.0%
56245 · Permit Fees	0.00	9,500.00	-9,500.00	0.0%
56246 · Consulting-Sewer Tech/Support	0.00	2,900.00	-2,900.00	0.0%
56301 · Insurance- Liabil/Prop (shared)	0.00	7,250.00	-7,250.00	0.0%
56302 · Insurance-Workers' Comp(shared)	0.00	3,480.00	-3,480.00	0.0%
56701 · Chemicals	46.92	50,000.00	-49,953.08	0.09%
56702 · Lab/sample testing-Wastewater	0.00	25,000.00	-25,000.00	0.0%
56800 · Audit	0.00	5,000.00	-5,000.00	0.0%
56801 · Attorney Services	0.00	3,000.00	-3,000.00	0.0%
56802 · Attorney Retainer- (shared)	0.00	2,900.00	-2,900.00	0.0%
56804 · Truck Expense - (shared)	0.00	2,900.00	-2,900.00	0.0%
56805 · Reimburse "Water"- shared costs	0.00	421,100.67	-421,100.67	0.0%
56806 · Engineering Services-Sewer only	0.00	20,000.00	-20,000.00	0.0%
56807 · Engineering Retainer- (shared)	0.00	1,740.00	-1,740.00	0.0%
Total Operations & Maintenance	6,413.43	757,820.67	-751,407.24	0.85%
PAYROLL and BENEFITS				
Employee Benefits				
56350 · Unemployment - (shared)	0.00	696.00	-696.00	0.0%
56400 · Health/Dental - (shared)	0.00	38,860.00	-38,860.00	0.0%
56450 · Vision Care Insurance-(shared)	0.00	580.00	-580.00	0.0%
56500 · Social Security - (shared)	0.00	12,760.00	-12,760.00	0.0%
56504 · General Manager @ 50% Sewer	0.00	15,286.00	-15,286.00	0.0%
56505 · CalPERS for PEPRA employees	0.00	12,327.00	-12,327.00	0.0%
56506 · Lead Plant Op @ 100% Sewer	0.00	22,387.00	-22,387.00	0.0%
Total Employee Benefits	0.00	102,896.00	-102,896.00	0.0%
Salaries & Wages				
54100 · General Manager Salary (shared)	0.00	70,379.81	-70,379.81	0.0%
54106 · Lead Plant Operator Salary				
54106.1 · Lead Plant Operator Overtime	0.00	9,000.00	-9,000.00	0.0%
54106.2 · Lead Plant Operator Standby	0.00	6,000.00	-6,000.00	0.0%
54106 · Lead Plant Operator Salary - Other	0.00	103,063.95	-103,063.95	0.0%
Total 54106 · Lead Plant Operator Salary	0.00	118,063.95	-118,063.95	0.0%
54107 · Water/Sewer Grade 2 Op Salary				
54107.1 · Water/Sewer Grade 2 Overtime	0.00	2,320.00	-2,320.00	0.0%
54107.2 · Water/Sewer Grade 2 Op Standby	0.00	1,740.00	-1,740.00	0.0%
54107 · Water/Sewer Grade 2 Op Salary - Other	0.00	24,832.45	-24,832.45	0.0%
Total 54107 · Water/Sewer Grade 2 Op Salary	0.00	28,892.45	-28,892.45	0.0%
54109 · Water/Sewer Grade 2 Op 2 Salary				
54109.1 · Water/Sewer Grade 2 Op 2 OT	0.00	2,320.00	-2,320.00	0.0%
54109.2 · Water/Sewer Grde 2 Op 2 Standby	0.00	1,740.00	-1,740.00	0.0%
54109 · Water/Sewer Grade 2 Op 2 Salary - Other	0.00	24,713.81	-24,713.81	0.0%
Total 54109 · Water/Sewer Grade 2 Op 2 Salary	0.00	28,773.81	-28,773.81	0.0%
54110 · Board Clerk Salary - (shared)	0.00	18,809.05	-18,809.05	0.0%

Sewer Service Zone
Profit & Loss Budget vs. Actual
 July 2022

	Jul 22	Budget	\$ Over Budget	% of Budget
54111 · Office Admin Salary	0.00	18,195.60	-18,195.60	0.0%
Total Salaries & Wages	0.00	283,114.67	-283,114.67	0.0%
Total PAYROLL and BENEFITS	0.00	386,010.67	-386,010.67	0.0%
Total Expense	6,413.43	1,310,531.34	-1,304,117.91	0.49%
Net Ordinary Income	1,013,467.31	-157,617.28	1,171,084.59	-642.99%
Other Income/Expense				
Other Income				
49200 · Interest Income	57.08	2,000.00	-1,942.92	2.85%
Total Other Income	57.08	2,000.00	-1,942.92	2.85%
Net Other Income	57.08	2,000.00	-1,942.92	2.85%
Net Income	1,013,524.39	-155,617.28	1,169,141.67	-651.29%

Sewer Service Zone
Balance Sheet
As of July 31, 2022

	Jul 31, 22
ASSETS	
Current Assets	
Checking/Savings	
13101 · Umpqua Sewer Operation Checking	1,376,734.23
13301 · Umpqua Connection Fee Account	199,736.13
Total Checking/Savings	1,576,470.36
Accounts Receivable	
13710 · Accounts Receivable	992,234.15
Total Accounts Receivable	992,234.15
Other Current Assets	
13200 · SoCo Investment Interest	48,240.22
13705 · SoCo Investment Pool	150,000.00
13721 · Chase Bank Investments	144,510.00
16000 · Connection Fee Receivable	-7,074.00
16001 · Allowance- Conn.Fee Receivable	7,074.00
Total Other Current Assets	342,750.22
Total Current Assets	2,911,454.73
Fixed Assets	
11120 · Land	5,900.00
11170 · System Improvements	162,921.42
11171 · FWD Recycled Water Fill Station	24,848.43
11172 · Lift Station VFD Upgrade	5,400.20
11180 · Office Equipment-Capital Outlay	2,135.51
11181 · Plant Equipment	
11183.1 · Hypochlorite Project	23,350.12
11181 · Plant Equipment - Other	2,456.34
Total 11181 · Plant Equipment	25,806.46
11182 · Buildings & Improvements	8,930,068.12
11184 · A/D - Office Equipment	-289,587.00
11185 · A/D- Buildings & Improvements	-5,159,885.60
11186 · RCAC Grant	244,625.47
11187 · ProDSS Handheld Analyzer	7,689.75
11188 · SCADA System	447,789.60
11189 · Groundwater Monitoring WW Plan	39,955.02
11190 · Sewer Force Main - Covey Rd	8,287.50
Total Fixed Assets	4,455,954.88
Other Assets	
13720 · Multiple Unit Note Receivables	
13720.2 · Note Receivable - Coffey	9,805.48
Total 13720 · Multiple Unit Note Receivables	9,805.48
Total Other Assets	9,805.48
TOTAL ASSETS	7,377,215.09
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
22200 · Accounts Payable	-6,640.52
Total Accounts Payable	-6,640.52

**Sewer Service Zone
Balance Sheet
As of July 31, 2022**

	Jul 31, 22
Other Current Liabilities	
22000 · Due to "Water" for shared costs	3,707.94
23000 · Interest Payable	44,956.02
24000 · Due to other governments	51,900.00
Total Other Current Liabilities	100,563.96
Total Current Liabilities	93,923.44
Long Term Liabilities	
25014 · USDA Loan #92-01	1,377,200.00
25016 · USDA Loan #92-03	538,900.00
25017 · USDA Loan #92-04	139,600.00
Total Long Term Liabilities	2,055,700.00
Total Liabilities	2,149,623.44
Equity	
30000 · Opening Bal Equity	3,842,914.15
30100 · Contributed Capital	260,129.97
39000 · Retained Earnings	111,023.14
Net Income	1,013,524.39
Total Equity	5,227,591.65
TOTAL LIABILITIES & EQUITY	7,377,215.09



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

Date: **Tuesday, July 12, 2022**

Time: **5:30 PM**

Location: **Videoconference via Zoom**

I. CALL TO ORDER at 5:32 p.m. by Chair McDermott

II. ROLL CALL

DIRECTORS PRESENT: Griffith, McDermott & Stuart.

OTHERS PRESENT: GM- Tony Lopes, FWD Legal Counsel - Martin Hirsch, FWD Engineer – Dave Coleman, Board Clerk - Dawn Leith, Jeff Land/Oppenheimer & Co. Inc. and Julio Morales/Kosmont Transaction Services, Inc.

III. APPROVAL OF AGENDA

- **MOTION** made by Director Stuart, seconded by Director Griffith, and passed 3-0-2 to approve

IV. STATEMENT OF ABSTENTION McDermott - J

V. PUBLIC COMMENT (Public testimony is limited to three minutes)

VI. CONSENT ITEMS

- **MOTION** made by Director Stuart, seconded by Director Griffith, and passed 3-0-2 to approve Resolution #413(i).
- **MOTION** made by Director Griffith, seconded by Director Stuart, and passed 3-0-2 to approve Financial Reports for June 2022.
- **MOTION** made by Director Stuart, seconded by Director Griffith, and passed 3-0-2 to approve Minutes for June 14, 2022 Regular Board Meeting.

VII. PUBLIC HEARING (No public hearing tonight)

VIII. ACTION ITEMS

A. USDA SEWER LOANS

- **MOTION** made by Director Griffith, seconded by Director Stuart, and passed 3-0-2 to approve Julio Morales/ as the Municipal Advisor to lead the refinancing process and to conduct a Special Meeting on July 19, 2022, at 5:30 pm via Zoom.

B. FWD OPERATOR ONCALL COMPENSATION

- **MOTION** made by Director Stuart, seconded by Director Griffith, and passed 3-0-2 to approve proposed On-call Compensation Plan including rewording regarding response time and Memorandum as presented.

C. REBATE PROGRAM

- Board requested for Director Griffith to inquire if Daily Acts could present at the August regular board meeting.

D. NOVEMBER 2022 CONSOLIDATED ELECTION

- Reminder to All incumbents whose terms are expiring December 2022, are to file with County of Sonoma Registrar of Voters between July 18 through August 12, 2022.

E. 2018 SEWER IMPROVEMENT PROJECT

- FWD Engineer briefed the Board regarding the concerns regarding the affected easements and right of away.
- GM Lopes gave status on the funding. No action was taken by the Board.

F. TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT

- GM and Engineer had no new updates to report. No action was taken by the Board.

- G. PRV REPLACEMENT OPTIONS
 - GM & Engineer updated the Board on the status of the start date and change order. No action was taken by the Board.
- H. SEWER FORCE MAIN PROJECT
 - GM & Engineer provided overview of work conducted and issues that surfaced. No action was taken by the Board.
- I. DIRECTOR'S TRAINING
 - Board Clerk advised Director Stuart he will need to complete his Ethic Training within six (6) months from tonight.
- J. GROUNDWATER MONITORING AT THE FORESTVILLE YOUTH PARK
 - FWD Engineer reported on the progress of the wells installed and next steps for monitoring. No action was taken by the Board
- K. DISTRICT GOAL UPDATES
 - Board Clerk provided status on the variety of projects FWD staff is working on. No action was taken by the Board.
- L. NEW WATER RATE STRUCTURE
 - The sub-committee had no new updates to report to the Board. No action was taken by the Board.
- M. WATER CONSERVATION
 - GM Lopes provided current usage, statistics on conservation efforts along with reviewed recent current events on the drought. No action was taken by the Board
- N. ACCESSORY DWELLING UNIT POLICY
 - **MOTION** made by Director McDermott, seconded by Director Griffith, and passed 3-0-2 to approve tabling to next month.
- O. ESTABLISHING BYLAWS
 - **MOTION** made by Director McDermott, seconded by Director Stuart, and passed 3-0-2 to approve tabling until next month.
- P. CORRESPONDENCE
 - No requests or instructions were given for the four (4) pieces of correspondence provided in the board packet.
- Q. CLOSED SESSION (Gov't. Code #54957) GM PERFORMANCE EVALUATION
 - **Adjourned** to Closed Session at 8:04 p.m.: Directors Griffith, McDermott, Stuart, and FWD Counsel-Hirsch
 - **Reconvened** to Open Session at 8:34 p.m., and the Board announced the following:
 - **Statement:** The Board has given further direction to the subcommittee and tabled until next month
- IX. DISTRICT ENGINEER MONTHLY REPORT**
 - FWD Engineer provided current updates for "Water" and "Wastewater" projects in order as listed on Agenda.
 - Requested for all ASRs that require Engineering to report to be moved up on the agenda for August meeting.
- X. GENERAL MANAGER MONTHLY REPORT**
 - GM Lopes provided current updates for "Water" and "Wastewater" operations and projects.
- XI. GRATON/FWD SUB-COMMITTEE REPORT**
 - GM briefed the Board on the State's tour of Forestville District's sewer plant and the July 6, 2022, sub-committee meeting with Graton. No action was taken by the Board.
- XII. DIRECTORS' REPORT AND CALL FOR FUTURE AGENDA ITEMS**
 - Board Clerk instructed to add ASR for Interim Wastewater Service Agreement.
- XIII. ADJOURNMENT**
 - **MOTION** made by Director Griffith, seconded by Director Stuart, and passed 3-0-2 to adjourn at 9:00 p.m.



**Minutes of:
Special Public Meeting
Of the
Forestville Water District Board of Directors**

Date: **Tuesday, July 19, 2022**

Time: **5:30 PM**

Location: **Virtual video conference**

I. CALL TO ORDER at 5:31 p.m. by Chair McDermott

II. ROLL CALL

DIRECTORS PRESENT: Directors – Aldridge, Griffith, McDermott, Monroe, and Stuart.

OTHERS PRESENT: GM- Tony Lopes, Board Clerk - Dawn Leith, Jeff Land/Oppenheimer & Co. Inc., Reed Glycer/Stradling and Julio Morales/Kosmont Transaction Services, Inc.

III. APPROVAL OF AGENDA

- **MOTION** made by Director Aldridge, seconded by Director Griffith, and passed 5-0-0 to approve the agenda as presented.

IV. STATEMENT OF ABSTENTION: (None)

V. PUBLIC COMMENT: (Public testimony is limited to three minutes)

VI. CONSENT ITEMS: (No consent items tonight)

VII. PUBLIC HEARING: (No public hearing tonight)

VIII. ACTION ITEMS

A. USDA SEWER LOANS

- **MOTION** made by Director Aldridge, seconded by Director Griffith, and passed 5-0-0 to approve Resolution #418 and authorize execution of the Refinancing Agreement as presented.

B. DEBT MANAGEMENT POLICY

- **MOTION** made by Director Aldridge, seconded by Director Stuart, and passed 5-0-0 to approve the Debt Management Policy as presented.

IX. ADJOURNMENT

- **MOTION** made by Director Aldridge, seconded by Director Griffith, and passed 5-0-0 to adjourn at 5:52 p.m.

Agenda Item:

2018 SEWER IMPROVEMENT PROJECT

Summary:

August 9, 2022:

Brelje & Race has prepared a list of Easement and ROW issues that require coordination with the County and/or private property owners, in order to advance design activities.

HISTORICAL:

July 12, 2022:

Director Monroe, GM Lopes and BRCE met with the property owners adjacent to the First Street alley to discuss Right of Way (ROW) encroachment. BRCE commenced surveying the areas for Phase 2 of the project
GM Lopes will also provide an up regarding the disbursement.

June 14, 2022:

DFA has provided an e-mail address to which the disbursement requests can be sent. There are currently three requests prepared.

May 10, 2022:

FWD Engineer provided status on progress of work and of disbursement. No action taken by the Board.

April 12, 2022:

FWD Engineer provided status on progress of work, delay of disbursement, and announced loan requirement changed to 100% grant funding. No action taken by the Board.

February 15, 2022:

FWD Engineer updates:

- a. Design is progressing including preparation of the Caltrans application for the crossing of 116 (Main Street) with a pipe bursting method.
- b. A site visit with property owners in the alleys off of 1st and 2nd Streets will be scheduled for the last week of February or the first week of March.
- c. PG&E has indicated that neither of the two gas mains in Forestville Alley (east of 1st Street) can be abandoned. Therefore, B&R has adjusted the design to move the new sewer alignment approximately 1 foot north to minimize potential conflict with the 4-inch gas main.

January 11, 2022:

Director Monroe to speak to customers on behalf of the District.

December 14, 2021:

FWD Engineer described areas of concern & actions needed before starting the project.

November 9, 2021:

Brelje & Race (BRCE) prepared and transmitted to the District the Quarterly Status report and Disbursement Request documents for District signature and submittal to State DFA. Also, preparing application to Caltrans for the crossing of Route 116 (Main Street) involved with the project and consulting with PG&E concerning the gas mains on Forestville Lane that are affecting alignment.

October 12, 2021:

BRCE completed the Quarterly Report and Disbursement Request (for the previous almost 4 years) the week of Monday, October 11th for the District to submit.

September 14, 2021:

FWD Staff received the Construction Installment Sale Agreement from the State Water Resources Board fully executed.

Dyanna/B&R has started the process of compiling B&R expenses from Dec. 17, 2018, to date.

A copy of the agreement is included in the board packet.

Potential Board Actions: No FWD Board action is needed; for informational purposes only.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

TIME SCHEDULE ORDER (TSO) AND GRANT APPLICATION FOR SEWER TREATMENT PLANT

Summary:

August 9, 2022:

FWD Engineer will provide any new updates on the status of grant application approval to the Board.

HISTORICAL:

June 14, 2022:

On May 31, 2022, FWD's State Board Representative, Matthew Herman, requested an update for the TSO RI 2018-0037 Ammonia and Nitrate Assessment Report. DFA is estimating an executed contract may not be completed until the end of the calendar year.

May 10, 2022:

No new updates to report. No action taken by the Board.

April 12, 2022:

FWD Engineer reported status of grant application approval to the Board.

February 15, 2022:

BRCE anticipates that DFA will produce a draft agreement within the next 30 days.

January 11, 2022

The process is still on schedule and for an agreement to be presented to the District by February 2022.

December 14, 2021:

No new updates to report.

November 9, 2021:

As of November 5, 2021, Project Mgr. Gabriel has no new updates on the status of the application.

October 12, 2021:

BRCE has been in communication with the State DFA on the funding schedule. They are anticipating an executed planning agreement completed by May 2022.

September 14, 2021:

With the completion of the 2018 Sewer Improvement grant application process, this application should start moving forward.

August 10, 2021:

Application process still pending the completion of the 2018 Sewer Improvement grant application process.

July 13, 2021:

Once the grant application process for the 2018 Sewer Improvement Project is completed then this grant will be processed. Estimating about end of 2021.

June 8, 2021:

The State DFA has indicated that the planning grant application will be processed once the Sewer Improvement Project funding agreement is executed.

May 11, 2021:

State DFA has recently shifted Planning Grant funding priority from CWSRF to DWSRF, so FWD Grant Application processing is delayed until June/July time frame.

April 13, 2021:

Application still in holding status with no new updates.

March 9, 2021

Due to State Financial Audit the approval of the application has been delayed. FWD application will be reviewed for approval most likely in June 2021.

February 9, 2021 - October 13, 2020:

FWD Engineer to update the Board.

September 8, 2020:

FWD Engineer to review the revised Plan of Study for the planning grant application.

A revised Plan of Study will be provided via email on 9/8/20.

August 11, 2020 - November 5, 2019:

FWD Engineer to update the Board.

*** SEE ASR FROM OCTOBER 8, 2019, BOARD MEETING FOR PRIOR HISTORICAL DATA RELATED TO THIS AGENDA ITEM ***

Potential Board Actions: No FWD Board action is needed; for informational purposes only.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

PRV REPLACEMENT OPTIONS

Summary:

August 9, 2022:

FWD Engineer has not received feedback from the contractor as to schedule of work.

HISTORICAL:

July 12, 2022:

Piazza Constructions is to still provide a proposed change order amount for the Giusti/Mirabel Road PRV replacement along with scheduled date for beginning the PRV removal on Trenton Road.

June 14, 2022:

BRCE is waiting for confirmation of a start date from Piazza Construction to continue this project.

The contractor is preparing a change order request for the Giusti PRV improvement and is scheduling the work for the Trenton Road PRV removal and valve extension.

May 10, 2022:

Engineer, Dyanna/BRCE prepared Change Order #2 for the PRV #3 replacement and sent to Piazza.

Copies of Change Orders #1 & #2 included.

April 12, 2022:

Piazza was onsite, Mar. 28, 2022, to eliminate the PRV on Trenton Road and North Covey Road. All the valves were closed and found that the East side valve into the PRV would not close enough to do the project. Dyanna/BRCE sent a change order to Piazza to have Tap Masters install a insertion valve and just abandon the failing valve.

February 15, 2022:

BRCE believes it will be most efficient and cost effective to implement the replacement of PRV 2 (Mirabel & Giusti) completed as a change order to the PRV 3 (Anderson & Covey) project. BRCE has prepared an exhibit with the details and specifications necessary for replacement of PRV 2. If the District agrees with the approach, BRCE will transmit the exhibit to Piazza so that they can prepare the change order request.

Copies of exhibit with details included.

January 11, 2022

FWD Engineer briefed the Board on the Change Order Request received from Piazza for the leaking valves.

December 14, 2021:

Dyanna/BRCE has finalized plans and drawings with Piazza Construction for the Anderson/Covey line stop and the remaining project on Trenton Road. A fire hydrant repair will also be made on Trenton Road, since all the equipment will be on-site.

November 9, 2021:

Piping and PRV equipment have been installed in the Anderson Road Valve Building. The PRVs that were installed require replacement of pilot valve springs for the correct valve pressure operation. Submitted traffic control plan has been approved allowing the contractor to perform work in Covey Road. The contractor still needs to prepare a submittal for the "line-stop" equipment and the construction sequence plan to continue work.

*** SEE ASR FROM OCTOBER 12, 2021, BOARD MEETING FOR PRIOR HISTORICAL DATA RELATED TO THIS AGENDA ITEM ***

Potential Board Actions: No FWD Board action is needed; for informational purposes only.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

SEWER FORCE MAIN PROJECT

Summary:

August 9, 2022:

FWD Engineer is preparing a plan for the replacement of the blow-off on the Covey Road force main.

Historical:

July 12, 2022:

BRCE met with District staff to review current pumping operations in conjunction with preparing for force main analysis. GM Lopes and FWD Operations Staff worked on confirming which equipment is satisfactory for the intermediate lift station and will update the Board with their findings.

June 14, 2022:

FWD Engineer Coleman met with Tony and Cory in the field on May 18th and determined that the Covey Road force main blowoff will not be operated in its current condition. A blowoff replacement is being designed. A field survey was conducted on May 25th. Hydraulic analysis on the pump and force main system is also being conducted.

Pictures of the main included in the board packet.

May 10, 2022:

Engineer David Coleman/BRCE will open a discussion regarding the sewer force main that runs from Intermediate Lift Station on Trenton Road to the treatment facility. Coleman will also discuss the exploration process necessary and a budget amount to commence.

Potential Board Actions: None – Information purpose only

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

GROUNDWATER MONITORING AT THE FORESTVILLE YOUTH PARK (FYP)

Summary:

August 9, 2022:

AT THE FORESTVILLE YOUTH PARK: Sampling of the three wells occurred on July 13. Sample analysis is not yet completed by the lab.

Historical:

July 12, 2022:

The monitoring of the groundwater will commence during the month of July. BRCE will coordinate with District Staff for on-site operations.

June 14, 2022:

The three monitoring wells were installed on May 3rd and 4th. Preparations are underway to commence the quarterly monitoring, sampling and analysis required by the permit.

May 10, 2022:

FWD Engineer reported on the progress of the work on drilling the wells and sampling. No action taken by the Board.

April 12, 2022:

FWD Engineer reported on the progress of approval from both the State Resources Control Board and Sonoma County Permit Department and provided the work schedule plan. No action taken by the Board.

February 15, 2022:

A site visit was conducted at selected properties surrounding the youth park to locate any existing wells or septic fields within 100 feet of the three proposed groundwater monitoring wells. Only one feature was found – an abandoned well 75 feet from the GW Monitoring well No. 3. This should not present a problem. The FYP GW monitoring well drilling, and development is now scheduled for March 17 and 18.

January 11, 2022

FWD Engineer briefed the Board on the requirements set by Sonoma County Permit Department.

December 14, 2021:

FWD Engineer briefed the Board on the current progress on the scope of work.

November 9, 2021:

Piazza Construction has scheduled the potholing to start the week of November 8.

*** SEE ASR FROM OCTOBER 12, 2021 BOARD MEETING FOR PRIOR HISTORICAL DATA RELATED TO THIS AGENDA ITEM ***

Potential Board Actions: No FWD Board action is needed; for informational purposes only.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

INTERIM WASTEWATER SERVICE AGREEMENT

Summary:

August 9, 2022:

GM Lopes and Chair McDermott will describe the opportunity for Forestville Water District (FWD) to clean wastewater sent to FWD From Sonoma County Water Agency (SCWA). They will also discuss the costs and fees FWD will charge and have an open discussion regarding the interim service contract.

Potential Board Actions:

May either

1. Approve FWD to enter into an interim contract agreement to service wastewater from SCWA.
2. The Board may review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation: GM is in favor of entering into an interim contract agreement with SCWA

Report created by: Dawn Leith, Board Clerk

Agenda Item:

REBATE PROGRAM

Summary:

August 9, 2022:

Director Griffith will brief the board on a rebate program for rainwater capture.

Historical:

July 12, 2022:

Director Griffith to inquire if Daily Acts could present at the August regular board meeting.

Potential Board Actions:

The Board may review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation:

None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

WATER CONSERVATION

Summary:

August 9, 2022:

GM Lopes will update the recent water conservation statistics and discuss the two Press Democrat articles (included) on Windsor’s Recycle Water Program for Residents.

Historical:

July 12, 2022:

GM Lopes will illustrate the comparative results from the past two (2) years and brief the Board on Sonoma Water’s allocations (response to SB 552) for July 1 through October 31, 2022.

June 14, 2022:

GM will update the Board.

Copies (eight (8) pieces) of articles and alerts on the drought and conservation efforts included.

May 10, 2022:

GM Lopes attended the Water Advisory Committee meeting on 5/2/22 to listen in on the water drought updates. Sonoma Water using a new slogan, “Drought is still here...”



Statistics & graphs from the Water Advisory Committee meeting included.

April 12, 2022:

GM Lopes provided current usage and shared ACWA Advisory on the expansion of the Governor’s Conservation Executive Order. No action taken by the Board.

Potential Board Actions:

Board may either

1. Approve either reinstating previous sub-committee, select replacement for Akins, and date(s) for meeting(s).
2. Select two new Directors for the subcommittee and date(s) for meeting(s).
3. The Board may review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Town launches water program

WINDSOR » Residents can get recycled gallons for irrigation purposes

By

KATHLEEN COATES

THE PRESS DEMOCRAT

Windsor residents interested in saving money and conserving water during the drought can get up to 300 gallons of recycled water from the town starting next week.

The launch of a free water fill station program for residents and businesses is planned for Wednesday at Keiser Park, 700 Windsor River Road.

“The town is in an extreme drought and we see this

as an opportunity for customers to reduce their use of potable water and save a gallon of Russian River water for every gallon of recycled water,” said Shannon Cotulla, director of Windsor’s Public Works Department.

“People have been asking for access to recycled water for years,” Cotulla added.

The water comes from the city’s water treatment facility and is intended for irrigation — not to be used for bathing or drinking. Following Wednesday’s launch, the fill station will be open 9 a.m. to 2 p.m. Monday- Thursday. Residents must bring their own resealable containers, clearly labeled “Recycled water: Do not drink,” Windsor Public Information Officer Rhea R. Borja said.

Town staff will use a hose to fill containers and record the amount. Keiser Park was chosen to house the fill station as it is irrigated with recycled water and has a facility able to supply the water to customers.

“So all this is costing us is \$77 to add a fitting to this recyclable filling station,” Cotulla said.

The town’s request to distribute recycled water to residents was granted this year by the state, Cotulla said.

Residents will need to fill out paperwork ahead of time at Windsor Town Hall or online, certifying they won’t bathe or drink the recycled water.

WATER

CONTINUED FROM A3

“It’s basically filling out a one-page application, reviewing PowerPoint slides about the program, such as acceptable uses for the recycled water, health and safety guidelines, watering guidelines, acceptable containers, FAQs, etc.; and signing a one-page selfcertification form,” Borja said.

“We are continuing to get the word out. We really don’t know what the demand will be in the community,” but if there is a demand for later hours, the city will try to make it happen, Cotulla said.

People are able to fill their containers as many times as they want on the days the fill station is open.

Forms and training are available on the town's website at townofwindsor.com/recycledwater.

“In these significant drought conditions, we need to do everything we can to conserve our precious water resource,” Windsor Mayor Sam Salmon. *You can reach Staff Writer Kathleen Coates at kathleen.coates@pressdemocrat.com or 707-521-5209.*

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Recycled Water Giveaway

PHOTOS BY BETH SCHLANKER
THE PRESS DEMOCRAT

Windsor residents Mel Bjork, left, and Rod Watson, right, fill up barrels of water Wednesday to use in their gardens as part of the Recycled Water Residential Fill Station Program. Wednesday marked the start of the new free program for Windsor residents and businesses.

Noting that the ongoing drought is having a significant effect on residents, Shannon Cotulla, director of Windsor's Public Works Department said this program will help customers "to reduce their use of potable water and save a gallon of Russian River water for every gallon of recycled water."

"People have been asking for access to recycled water for years," Cotulla added.

The water comes from the city's water treatment facility and is intended for irrigation — not to be used for bathing or drinking.

The fill station at Keiser Park, 700 Windsor River Road, will be open 9 a.m. to 2 p.m. Monday through Thursday. Residents must bring their own resealable containers, clearly labeled "Recycled water: Do not drink," officials said. Town staff will use a hose to fill containers and record the amount. Residents will need to fill out paperwork ahead of time at Windsor Town Hall or online, certifying they won't bathe or drink the recycled water.



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Forestville Water District - Agenda Summary Report



Agenda Item:

NEW WATER RATE STRUCTURE

Summary:

August 9, 2022:

The Sub-committee will brief the Board of any new updates.

Historical:

May 10, 2022:

The sub-committee met on Apr. 19, 2022 but had nothing new to report to the Board. No action taken by the Board.

April 12, 2022:

The sub-committee will meet Apr. 19, 2022 @ 10 am.

February 15, 2022:

The Subcommittee met on January 25, 2022 to review requested adjustments and findings.

January 11, 2022

Sub-Committee will meet Jan. 25, 2022, at 10:00 am.

December 14, 2021:

FWD Engineer will make the requested adjustments and provide findings to the Sub-Committee to report at January's meeting.

November 9, 2021:

The sub-committee met on November 8, 2021 and will email some adjustments for BRCE to make on the module.

October 12, 2021:

The Water Rate Structure Subcommittee will meet on Oct. 14, 2021, at 3:30 p.m. via Zoom.

September 14, 2021:

The Sub-committee will discuss the next scheduled meeting date.

August 10, 2021:

Tabled to next month for more data to be collected with the drought and obtain more information with the recycled water and Graton.

July 13, 2021:

Subcommittee met on 6/22/21 to discuss the topic further. Subcommittee may meet again in late August or September to gather more data from drought response.

June 8, 2021:

Water Rate Structure Sub-Committee met on 5/25/21, and discussed options. Brelje and Race developed an excel spreadsheet model to simulate and evaluate alternate water rate plans for the District to be considered. The model was presented to, and shared with, the Water Rate Structure Subcommittee.

May 11, 2021:

FWD Engineer is preparing a first draft of a new rate structure to test using 2020 metered water use. FWD Engineer will inform Board about progress.

April 13, 2021:

GM Lopes met with FWD Engineers, David Long & David Coleman to discuss a new water rate structure on Apr. 5, 2021.

The Board approved B&R to initiate research for a new fee structure not to exceed \$5k.

Potential Board Actions:

No FWD Board action is needed; for informational purposes only.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

NOVEMBER 2022 CONSOLIDATED ELECTIONS

Summary:

August 9, 2022:

County of Sonoma Registrar of Voters confirmed at 5 pm on Aug. 4, 2022, no incumbent for FWD has filed. Deadline to file is 5:00 p.m. on August 17, 2022.

Historical:

July 12, 2022:

Reminder:

All incumbents are to file with County of Sonoma Registrar of Voters between July 18 through August 12, 2022. There will be a five (5) days extension for non-incumbent; through 5:00 p.m. on August 17, 2022, **if** an incumbent fails to file during formal open nomination period).

There are three (3) FWD Board positions up for re-election for the November 8, 2022, election.

- (1.) Director Aldridge: current term ending 12/12/2022 (Not running for another term)
- (2.) Director McDermott: current term ending 12/12/2022
- (3.) Brad Stuart: current term ending 12/12/2022

June 14, 2022:

Nominations are open from July 18 through August 12, 2022 (with a five (5) days extension for non-incumbent; through 5:00 p.m. on August 17, 2022, **if** an incumbent fails to file during formal open nomination period).

There are three (3) FWD Board positions up for re-election for the November 8, 2022, election.

- (4.) Director Aldridge: for a new 4-year term – current term ending 12/12/2022
- (5.) Director McDermott: for a new 4-year term – current term ending 12/12/2022
- (6.) Vacant – TBD: for a new 4-year term – current term ending 12/12/2022

Sonoma County Registrar of Voters is requiring for FWD to complete and submit the following documents:

- Resolution #417 – Request Consolidation Election on Nov. 8, 2022
- Memorandum – Notice of Offices to be filled and statement of Responsibility for Statements of Qualifications
- Memorandum – Notice of District Boundaries/Statements in Lieu of Map

Copies of Resolution #417, Memorandums, Election Timeline and Filing Schedule for Nov. 8, 2022, election is included in the board packet.

Potential Board Actions: No FWD Board action needed tonight. For informational purposes only.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

DIRECTOR'S TRAINING

Summary:

August 9, 2022:

Upcoming Mandatory Training for Directors:

- Ethics Training (Required every two years)
 - Director Stuart to complete by December 14, 2022
 - All other Board Members are current until October 2022
- ACWA/JPIA (mandatory for Liability Coverage)
 - ✓ = Completed
 - Brown Act Refresher & Updates*
 - ✓ Directors Aldridge
 - ✓ Director Griffith
 - Director McDermott
 - Director Monroe
 - Director Stuart
 - GM Lopes
 - ✓ Board Clerk, Dawn Leith
 - Public Records Act Training*
 - ✓ Director Aldridge
 - ✓ Griffith completed
 - Director McDermott
 - Director Monroe
 - Director Stuart
 - GM Lopes
 - ✓ Board Clerk, Dawn Leith

**Each Director is registered to complete the above pieces of training through the CSDA's on-demand webinars. CSDA sent out emails to everyone with the links and instructions of how-to login.*

Upcoming Director Training/Conference Opportunities:

- CSDA
 - Special District Leadership Academy (SDLA) Sept. 18-21 (Napa) \$600/\$675
- California Water Association (CWA)
 - 2022 Annual Conference (flyer included)

If any member of the Board wishes to attend a training that involves a cost, FWD will cover the cost & register the Board member at the same time.

Potential Board Actions:

To successfully complete mandatory/required training on or before the date listed to the right of each Director's name. Attend non-mandatory training/conference as they choose.

Staff Recommendation:

Directors stay in compliance with State regulations and mandatory training.

Report created by: Dawn Leith, Board Clerk

2022 CWA Annual Conference | Save the Date

cc: Aug. 9, 2022
Board Packet
ASR "K"

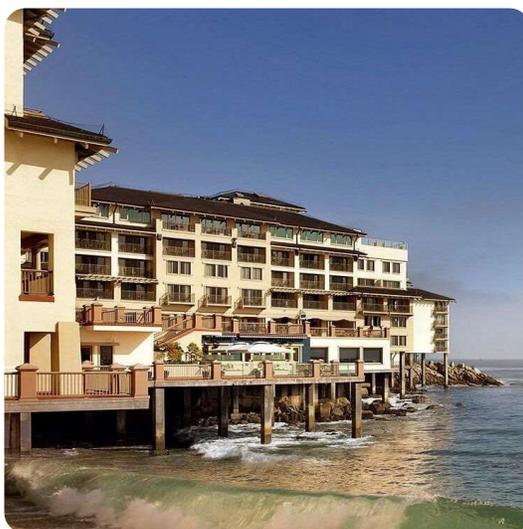
California Water Association (CWA) <info@calwaterassn.com>

Fri 7/15/2022 10:51 AM

To: Forestville Water District <info@forestvillewd.com>



Mark your calendars for the California Water Association Annual Conference from **Wednesday, October 26th to Friday, October 28th, 2022** at the Monterey Plaza Hotel & Spa located at 400 Cannery Row, Monterey, California. We will celebrate the beauty of life-giving water because ***Agua es Vida!***





A REFRESHINGLY CLASSIC MONTEREY HOTEL

"Perched dramatically on historic beachfront property above the crashing surf of the Pacific, Monterey Plaza Hotel & Spa delights its guests with classic, California coastal experiences animated by an irresistible spirit of conviviality and play. Here you'll be welcomed with warm hospitality and elegantly-appointed guest rooms with thoughtful extras and luxury touches. From our chef-driven oceanfront restaurant, award-winning rooftop luxury spa and prime location steps from charming Cannery Row, our elegant oceanfront hotel is the centerpiece of Monterey Bay."



*Copyright © 2022 California Water Association, All rights reserved.
You are receiving this email because you opted in via our website.*

Our mailing address is:
California Water Association
808 R St Ste 209
Sacramento, CA 95811

Agenda Item:

DISTRICT GOALS UPDATES

Summary:

August 9, 2022:

Administration

- Employee Job Descriptions: 20%
- Employee Handbook: 51%
- Audit SOP creation: 55%

Operations

- Water Distribution updated spreadsheets: 83%

Office

- Document Retention (archive): 15%
- IT needs: 97%
- Ord. 61 – record “Notice”: 70%
- Update website to include FAQ: 75%, Backflow Testing: 25%, ADU: 0%
- Transfer Dropbox to OneDrive: 96%
- UMS update all service addresses with APN #'s: 20%
- Obtain property owner’s info from Sonoma County Assessor’s: 50%
- Create Public Record Act form & procedures: 0%
- Input Backflow inventory into UMS for annual testing: 100%
- New Customer’s Service Agreement: 90%

Board

- Compilation of “Orientation” manual for new Director: 25%
- Rules Code of Conduct for Board Meetings: 5%
- Draft Minutes & ASR policy: 0%
- Legal Claims Policy: 0%

Potential Board Actions:

FWD Board may choose to select any item above and request it be placed on a future Agenda if it is deemed that action is needed by FWD Board.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

REPORT ON REFINANCING USDA SEWER LOANS

Summary:

Aug 9, 2022

Final payment to current USDA sewer loans were made on 8/1/22. New refinanced loan was completed, and a disbursement of \$2,458.91 was deposited into Sewer Operations account.

Historical:

July 19, 2022

On October 11, 2001, the District entered into three loans totaling \$2,945,800 with the USDA for sewer system improvements, (the "USDA Sewer Loans"):

1. Loan #92-01 was in the amount of \$1,894,000, carried an interest rate of 5.0% and matures on 2041, which will have \$1,371,200 in outstanding loan balance after the August 1st payment.
2. Loan #92-03 was in the amount of \$764,000, carried an interest rate of 5.0% and matures on 2041, of which will have an outstanding loan balance of \$536,500 after the August 1st payment.
3. Loan #92-04 was in the amount of \$155,300, carried an interest rate of 4.75% and matures on 2041, of which will have an outstanding loan balance of \$139,000 after the August 1st payment.

There are \$2,046,700 in outstanding loan principal for the three loans, which does not include the \$60,900 scheduled principal payment due on August 1, 2022. The loans can be prepaid or refinanced on any interest payment date (August 1st or February 1st).

The District has budgeted and intends to make the August 1, 2022 debt service payment of approximately \$114,338. The District intends to refinance the remaining amount on August 1, 2022, with a loan from Umpqua Bank.

Competitive Bid Process

Given the recent rising interest rate environment, staff began the process of refinancing these outstanding loans this summer. District staff directed the investment banking firm, Brandis Tallman a Division of Oppenheimer ("Oppenheimer") to procure bids from lenders for a refinancing of the USDA Sewer Loans. Oppenheimer was able to obtain 4 bids (summarized below).

CoBank = 4.55%

Truist Bank = 3.55%

Umpqua Bank = 3.45%

Webster Bank = 3.65%

The lowest bidder, Umpqua Bank, was selected.

Financing Team

At the July 12 meeting, the Board selected Julio Morales of Kosmont Transaction Services, to serve as the financial advisor on behalf of the District for this transaction. Stradling, Yocca, Carlson & Rauth, which is the #1 ranked bond counsel firm in California, has been selected to draft the legal documents for this transaction. Oppenheimer will serve as the Placement Agent on the transaction. Each member of the financing team has submitted a fee proposal, which are contingent upon the successful closing of the transaction and paid from the proceeds of the bank loan.

Given the small size of the transaction, each of these firms has discounted their fees at least \$5,000, in order to make the economics of the financing more compelling.

Refinancing Agreement

The primary loan document for this financing is the Refinancing Agreement, between the District and Umpqua Bank. The document details the key terms of the financing, interest rate, final maturity, principal and interest payment dates, optional redemption features, and repayment schedule. The agreement stipulates the District will provide a Net Revenue pledge toward the payment of the loan. Net Revenues are defined as Revenues less Operating and Maintenance Costs, excluding Depreciation). Furthermore, the agreement stipulates that the District will seek to maintain a 120% coverage ratio of Net Revenues to Annual Debt Service; and to raise rates necessary to meet the coverage ratio. The agreement also details key provisions regarding events of default, remedies, on-going reporting requirements, and other general operating covenants of the District.

Projected Savings

The new loan with Umpqua Bank will have an interest rate of 3.45%. The loan amount will be approximately \$2,146,700, which includes \$80,000 in cost of issuance, which is projected to provide \$300,000 in total debt service savings over the next 18 years or an average of \$8,000 per annum. The present value savings are equal to \$206,000 or 9.6% of the par value refunded.

Oppenheimer solicited bids on June 30th .. The Federal Reserve Bank's is expected to increase rates another 0.75 to 100 basis points at the upcoming meeting on July 27th and has clearly communicated that it expects interest rates to continue to rise for the next couple of years (from 1.75% to 3.80%). Based on this interest rate outlook, Staff and our financial advisor recommends that the District execute this loan agreement with Umpqua Bank at 3.45%.

Finally, the loan has an 8-year call feature, which allows the District to refinance the loan after an 8-year period. The District will have the option to prepay the loan on an early date but will need to pay an additional premium of 3% to 1% of the loan value. Should interest rates return to decline in the future, the District will have another opportunity to realize additional savings by refinancing the remaining amount of the loan.

July 12, 2022

On October 11, 2001, the District entered into three loans with the USDA for sewer system improvements, (the "USDA Sewer Loans.") The interest rates on two of the loans was 5.0% and 4.75% on the third loan. All three USDA Sewer Loans have a final maturity of August 1, 2041. There is currently a combined amount of \$2,046,700 outstanding on the USDA Sewer Loans after the District makes the August 1, 2022, debt service payment.

The USDA Sewer Loans are only eligible for refinancing on their payment dates, which are August 1st and February 1st. District staff recognized that interest rates would potentially go up in the coming months due to rate increases from the Federal Reserve. Considering those circumstances, District staff directed the investment banking firm, Brandis Tallman a Division of Oppenheimer ("Oppenheimer") to procure bids from lenders for a refinancing of the USDA Sewer Loans. The statement of qualifications for Oppenheimer has been provided in the agenda packet along with their placement agent agreement.

Oppenheimer was able to obtain 4 bids for the refinancing of the USDA Sewer Loans. The bids are summarized below, and the bid responses have been provided in the agenda packet.

CoBank = 4.55%

Truist Bank = 3.55%

Umpqua Bank = 3.45%

Webster Bank = 3.65%

Based on the results of the procurement process, Umpqua Bank provided the most aggressive financing terms. By proceeding with Umpqua Bank for the refinancing, the District will be able to generate \$249,364 in total savings over the remaining life of the USDA Sewer Loans. The refinancing does not extend the life of the prior USDA Sewer Loans and consolidates the three loans into one loan repayable to Umpqua Bank.

As previously discussed, the USDA Sewer Loans are only eligible for refinancing twice a year on their payment dates. If the refinancing does not close by August 1st, then the District would have to wait until February when the interest rate environment may not be as favorable. The next steps for the District would be to approve refinancing loan documents that have been prepared by the bond counsel firm Stradling Yocca Carlson & Rauth at a special board meeting before August 1, 2022.

Prior to that action, District staff would like to obtain the services of a municipal advisor to serve as fiduciary on these matters. District staff has received and reviewed statement of qualifications from Julio Morales of Kosmont Transaction Services and Bill Fawell of W.J. Fawell Co. Julio's statement of qualifications has been provided with the Board's agenda packet.

Copies Oppenheimer's & WJ Fawell Company's proposals are included in the board packet.

Potential Board Actions: No FWD Board action is needed; for informational purposes only.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

RESOLUTION #420: FWD 2022 BIENNIAL CONFLICT OF INTEREST CODE UPDATE (Gov't Code #87306.5)

Summary:

August 9, 2022:

FWD Board must review the District's Conflict of Interest Code every two years for any necessary changes or updates.

FWD Board approval of Resolution #420 is needed to verify the review and approval of an updated Conflict of Interest Code for Forestville Water District.

Included:

1. 2022 Biennial Notice Memo
2. Local Agency Biennial Notice
3. Draft of Resolution #420
4. Copy of adopted Resolution # 404

Potential Board Actions:

May either

1. Approve Resolution #420 as presented tonight.
2. Approve Resolution #420 with edits.
3. Direct Staff with further instructions.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

COUNTY OF SONOMA
BOARD OF SUPERVISORS

575 ADMINISTRATION DRIVE, RM. 100A
SANTA ROSA, CALIFORNIA 95403

(707) 565-2241
FAX (707) 565-3778



MEMBERS OF THE BOARD

JAMES GORE
CHAIR

CHRIS COURSEY
VICE CHAIR

SUSAN GORIN

DAVID RABBITT

LYNDA HOPKINS

DATE: June 30, 2022

TO: Conflict of Interest Filing Officer

FROM: Noelle Francis, Sonoma County Filing Clerk

SUBJECT: 2022 Biennial Notice – Conflict of Interest Code Update

cc: Aug. 9, 2022
Board Packet
ASR "N"

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. **No later than October 3, 2022** each agency must submit the enclosed biennial notice to the office of the County Board of Supervisors indicating whether or not an amendment is necessary. The notice should be emailed to: *Noelle.Francis@sonoma-county.org* or be mailed to:

County of Sonoma Board of Supervisors
Attn: Noelle Francis
575 Administration Drive, Room 100A
Santa Rosa, CA 95403

If amendments to an agency's conflict of interest code are needed, the amended code should be approved by the agency's board of directors or commissioners prior to being forwarded to the Board of Supervisors for approval within **90 days of the biennial notice due date (December 30, 2022)**. The County Board of Supervisors is the code reviewing body for county agencies and other government agencies solely within the county. An agency's amended code is **not effective** until it has been approved by the Board of Supervisors. Once the amended code is approved the agency will receive notice of the effective date of approval.

To learn more, the Fair Political Practices Commission (FPPC) offers free trainings available online at www.fppc.ca.gov. In addition, resources are available online on elements of a conflict of interest code. For questions, please contact the FPPC's advice line at (866) 275-3772.

Thank you,

Noelle Francis

Enc:
2022 Local Agency Biennial Notice
Local Agency Biennial Notice Instructions

2022 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (*If your code is over five years old, amendments may be necessary.*)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

(Sonoma County Board of Supervisors, attn: Noelle Francis, 575 Administration Dr. Rm #100A, Santa Rosa, CA 95403)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.



RESOLUTION NO. 420

**RESOLUTION OF THE FORESTVILLE WATER DISTRICT
APPROVING REVIEW AND ANY UPDATES OF CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes, and

WHEREAS, the Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730) which contains the terms of a standard conflict of interest code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission can be incorporated by reference in the conflict of interest code, and

WHEREAS, designated employees must file their statements with the Forestville Water District which will make the statements available for public inspection and reproduction under Government Code Section 81008. Statements for all designated employees will be retained by the Forestville Water District, and

WHEREAS, the Board of Directors of the Forestville Water District adopted the standard conflict of interest code as recommended by the Fair Political Practices Commission, and

WHEREAS, pursuant to Government Code section 87306.5, state law requires that each local agency with decision-making authority adopt a conflict of interest code, and review and update that code every two years, and

WHEREAS, pursuant to Government Code section 87306.5, the Board of Directors of the Forestville Water District, has duly conducted a review of its conflict of interest code to determine whether any revisions to said code are needed.

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Forestville Water District, that upon review of its conflict of interest code, the Board of Directors of the Forestville Water District has determined that no revisions to its conflict of interest code are needed.

BE IT FURTHER RESOLVED, that the Board of Directors of the Forestville Water District shall, through its Chair of the Board, duly notify the Board of Supervisors for the County of Sonoma (the "code reviewing body") of the lack of any needed revisions to its conflict of interest code. Such notification shall be in the form of the "2022 Local Agency Biennial Notice," attached hereto as Exhibit A.

THIS RESOLUTION PASSED AND ADOPTED THIS 9TH DAY OF AUGUST, 2022, by the following roll call vote:

FORESTVILLE WATER DISTRICT:

Director Aldridge: _____

Director Griffith: _____

Director McDermott _____

Director Monroe _____

Director Stuart _____

By: _____
Chair of the Board

Attest: _____
Board Clerk

AYES _____

NOES _____ ABSTAIN _____

ABSENT _____





PO Box 261
Forestville, CA 95436-0261
Phone (707) 887-1551 Fax (707) 887-1552
info@forestvillewd.com

RESOLUTION NO. 404

RESOLUTION OF THE FORESTVILLE WATER DISTRICT APPROVING REVIEW AND ANY UPDATES OF CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes, and

WHEREAS, the Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730) which contains the terms of a standard conflict of interest code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission can be incorporated by reference in the conflict of interest code, and

WHEREAS, designated employees must file their statements with the Forestville Water District which will make the statements available for public inspection and reproduction under Government Code Section 81008. Statements for all designated employees will be retained by the Forestville Water District, and

WHEREAS, the Board of Directors of the Forestville Water District adopted the standard conflict of interest code as recommended by the Fair Political Practices Commission, and

WHEREAS, pursuant to Government Code section 87306.5, state law requires that each local agency with decision-making authority adopt a conflict of interest code, and review and update that code every two years, and

WHEREAS, pursuant to Government Code section 87306.5, the Board of Directors of the Forestville Water District, has duly conducted a review of its conflict of interest code to determine whether any revisions to said code are needed.

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Forestville Water District, that upon review of its conflict of interest code, the Board of Directors of the Forestville Water District has determined that no revisions to its conflict of interest code are needed.

BE IT FURTHER RESOLVED, that the Board of Directors of the Forestville Water District shall, through its Chair of the Board, duly notify the Board of Supervisors for the County of Sonoma (the "code reviewing body") of the lack of any needed revisions to its conflict of interest code. Such notification shall be in the form of the "2020 Local Agency Biennial Notice," attached hereto as Exhibit A.

THIS RESOLUTION PASSED AND ADOPTED THIS 11TH DAY OF AUGUST, 2020, by the following roll call vote:

FORESTVILLE WATER DISTRICT:

Director Bandettini aye

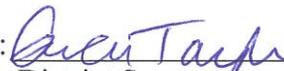
Director Akins aye

Director McDermott aye

Director Aldridge aye

Director Hughes aye

By: 
Chair of the Board

Attest: 
District Secretary

AYES 5

NOES 0

ABSTAIN 0

ABSENT 0

2020 Local Agency Biennial Notice

Name of Agency: FORESTVILLE WATER DISTRICT
 Mailing Address: P.O. BOX 261, FORESTVILLE CA 95436
 Contact Person: GWEN TAYLOR Phone No. 707-887-1551
 Email: info@forestvillewd.com Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

- An amendment is required. The following amendments are necessary:**
 (Check all that apply.)
 - Include new positions
 - Revise disclosure categories
 - Revise the titles of existing positions
 - Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
 - Other (describe) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

* Steve Beaulieu
 Signature of Chief Executive Officer

SEPT 3, 2020
 Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2020**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Forestville County Water District

APPENDIX A
POSITIONS/CATEGORIES

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>
**All Members of the Board of Directors	1
**General Manager	1
Clerk/Secretary	4
Attorney	4
Consultant*	

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a descriptions of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Agenda Item:

VEHICLE POLICY – EMPLOYEE USE OF DISTRICT VEHICLES

Summary:

August 9, 2022:

There was a vehicle policy addendum created and approved by the FWD Board on Oct. 11, 2016. We are officially adding it to the Employee Handbook.

Historical:

October 11, 2016:

G.M. Froneberger is presented draft for the “Vehicle Policy – Employee Use of District Vehicles” for FWD Board review and consideration for possible addition to the FWD Employee Handbook.

Potential Board Actions:

May either

1. Approve adding the previously approved addendum to the Employee Handbook.
2. The Board may review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation:

Report created by: Dawn Leith, Board Clerk

Forestville Water District

Vehicle Policy – Employee Use of District Vehicles

Purpose and Scope:

It is the District practice that in order to perform District business only, employees are allowed to drive vehicles that belong to the District. The Forestville Water District is committed to safe and accident free driving. Every District employee who drives a vehicle as part of their employment is responsible for its safe operation and condition. Drivers must practice defensive driving and take every precaution to avoid accidents. Drivers are responsible to follow all laws while driving District vehicles.

Use of District Vehicles:

Operators of District vehicles are responsible for the safe operation and cleanliness of the vehicle. District vehicles are intended to be used for job-related travel only. This includes driving to and from work sites, delivery and pick-up of items, trainings and schools, meetings etc. Any departure from this provision must be authorized by the District General Manager. All drivers are required to perform a pre-start walk around inspection at the start of each work day. Drivers are responsible to notify the General Manager of any hazardous or unsafe conditions. A complete inspection of the vehicle must be completed each time a District vehicle is fueled. The inspection information must be entered into the vehicle log, and any deficiencies must be attended to or reported to the District General Manager. District vehicles may not be taken home overnight unless the District General Manager finds that there would be a benefit to the District by doing so, examples: Attending training that begins in the morning and the staff member must travel to attend, reporting directly to an offsite work area first thing on a work day, staff member is on call or other special circumstance.

Drivers License:

It is a condition of employment that employees who drive District vehicles maintain at minimum a valid California Class 'C' license. A valid driver's license must be carried at all times when utilizing District vehicles. Any interruption of a valid license must be reported to the District General Manager at the earliest possible opportunity.

Passengers:

No driver may pick up or transport non-employees while in a District vehicle or on District business without prior approval from the District General Manager unless there is a work-related need to do so.

Smoking:

There is to be no smoking inside of any District vehicles.

Use of Handheld Electronic Devices:

Handheld electronic devices must be used with caution. Employees are expected to pull to the side of the road and stop as soon as safely possible to place or receive calls, texts or emails. Employees will not operate handheld devices while the vehicle that they are driving is in motion, this includes text messaging, playing games, receiving or sending email, operating an MP3 player or other such device.

Moving and Parking Violations:

Employees are responsible for any moving and parking violations and fines which may arise when operating a District vehicle. Any cited violations will be reported to the District General Manager at the earliest opportunity.

Use of Personal Vehicle:

Employees may, with the authorization of the District General Manager, use their personal vehicle for District business. The employee must follow the same rules as if driving a FWD vehicle as listed in this policy. Employees may be reimbursed for actual miles driven in the course of doing District business according to standard mileage rates set by the IRS.

Vehicle Security:

Employees are responsible for the security of the vehicle that they are operating. When parking District vehicles place the vehicle in park, engage the emergency brake, turn off the engine, remove the keys, roll up all windows and lock all doors and tool boxes. Exceptions to this apply to active work sites where personnel are nearby working or at a secure facility like the treatment facility. Do not leave items inside of the vehicle in plain view especially valuable items like wallets, cell phones, radios, sunglasses etc. If you must leave any valuables inside of the vehicle, place them out of view in the glove box, behind or under the seat etc. Any personal items that are stolen from District vehicles are the responsibility of the operator.

On-Call Vehicle Usage:

In order to ensure timely response to after-hours calls for service, staff members are allowed to take home a District vehicle during the period that the staff member is on call. In addition to being used for responses to calls for service and to aid in timely response, District vehicles may be used for short errands within the response area. Whenever possible, District vehicles should be parked off street overnight. All other rules outlined in this policy apply to on-call usage of District vehicles.

(NOTE: 10-11-16 FWD BOARD APPROVED FOR ADDITION TO FWD EMPLOYEE HANDBOOK)

MF/je: folder = Employee Handbook / folder = Vehicle Policy / file name = Adopted Vehicle Policy (10-11-16)

Agenda Item:

HOLIDAY POLICY (EMPLOYEE HANDBOOK)

Summary:

August 9, 2022:

On June 17, 2020, SB #475 (attached) was passed and signed by the president, making Juneteenth a national legal holiday. Juneteenth is not currently listed as a paid holiday in the Employee Handbook. The Board will have an open discussion and review adding Juneteenth as a paid holiday for the District staff.

HISTORICAL:

November 13, 2018:

GM Lopes will be discussing the introduction of Paragraph 4.01 holiday wording changes from 8 hour shifts to 10 hours since all FWD employees are now on 4-10 shifts. Also, to discuss raising the Paragraph 2.06 stand by coverage compensation for the employees. (Copies of Drafts for proposed new policies for Holidays and On-call will be on the table for review.)

June 14, 2016:

A new FWD Employee Handbook was adopted by FWD Board on January 12, 2016. There appears to be a possible conflict with the language for payment of Overtime within that document that FWD Staff would like to have reviewed.

SEE Page 5 under "Section 2.06 OVERTIME" and review the language following the third bullet point.

SEE Page 6 under "Section 2.06.01 Stand-By Coverage" and compare that language with the language on Page 5 as referenced above.

There appears to be a conflict so the following change in language has been recommended by G.M. Froneberger:

PROPOSED CHANGE IN LANGUAGE FOR PAGE 5, SECTION 2.06 OVERTIME, Bullet Point #3 TO:

"Overtime (i.e. time and one half) is paid to any employee who works more than his/her normal work day (***whether an 8, 9 or 10 hour day***) and who works more than 40 hours per week: ***UNLESS responding to District Facility during Stand-By Coverage. SEE Section 2.06.1.4.***

January 12, 2016:

FWD Legal Counsel and G.M. Froneberger have reviewed and revised several sections (highlighted in yellow) within FWD Employee Handbook.

Tonight, FWD Board to discuss proposed changes and may adopt the Final Revised FWD Employee Handbook.

December 8, 2015:

During the October 13, 2015 FWD Board Meeting, FWD Legal Counsel was asked to research and provide answers/ clarification for some questions that were asked about paid sick leave, accrual of benefits, holiday pay, etc. before FWD Board can approve A FINAL DRAFT version of the FWD Employee Handbook.

Tonight FWD Board will review the recommended changes by FWD Legal Counsel and G.M.Froneberger with regard to the aforementioned items. Once satisfied, FWD Board may approve/adopt the FINAL revised Employee Handbook.

November 10, 2015:

During the October 13, 2015 FWD Board Meeting, FWD Legal Counsel was asked to research and provide answers/ clarification for some questions that were asked about paid sick leave, accrual of benefits, holiday pay, etc. before FWD Board can approve A FINAL DRAFT version of the FWD Employee Handbook.

Once satisfied, FWD Board may approve/adopt the FINAL revised Employee Handbook.

October 13, 2015:

A FINAL DRAFT version of the FWD Employee Handbook was included in the September 8, 2015 Board Packages. Following a month long review process, tonight FWD Board may present any suggested changes that might be needed to the Final Draft document. Once those changes have been agreed upon, FWD Board members may approve and adopt the Final Revised version of the FWD Employee Handbook.

September 8, 2015:

A FINAL DRAFT version of the FWD Employee Handbook has been included in these Board Packages. FWD Board will consider whether to adopt the Handbook, as updated, or adopt a process of one final reading, and then adopt at the October Board Meeting.

August 11, 2015:

A DRAFT version of the FWD Employee Handbook will be presented by FWD Legal Counsel for FWD Board discussion and possible approval of the recommended changes proposed by FWD Legal Counsel. Slight delay due to NEW language being drafted for the recent Paid Sick Leave Law as well as the CalPERS Retirement-PEPRA details.

PLEASE NOTE: Prior ASR details (July 14, 2015 through April 14, 2015) can be found on ASR-H from August 11, 2015 Board Packages.

Potential Board Actions:

May either

1. Approve adding Juneteenth as a paid holiday.
2. The Board may review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation:

Report created by: Dawn Leith, Board Clerk

S. 4019 (116th): Juneteenth National Independence Day Act

116TH CONGRESS

2D SESSION

S. 4019

IN THE SENATE OF THE UNITED STATES

June 22, 2020

Mr. Markey (for himself, Ms. Smith, Mr. Booker, Ms. Harris, Mr. Cornyn, Mr. Casey, Mr. Rubio, Mr. Hawley, Mr. Blumenthal, Mr. Gardner, Mr. Sanders, Mrs. Capito, Mr. King, Mr. Young, Ms. Hirono, Mr. Burr, Mr. Kaine, Ms. Collins, Ms. Warren, Ms. Ernst, Mrs. Shaheen, Ms. Duckworth, Mr. Brown, Mr. Van Hollen, Ms. Baldwin, Ms. Rosen, Mr. Coons, Mr. Wyden, Ms. Klobuchar, Ms. Cortez Masto, Mrs. Feinstein, Mr. Durbin, Ms. Cantwell, Mr. Bennet, Mr. Menendez, Mrs. Murray, Ms. Hassan, Mrs. Gillibrand, Mr. Cardin, Mr. Crapo, Mr. Risch, Mrs. Fischer, Mr. Cramer, Mr. Udall, Mr. Scott of South Carolina, Mr. Heinrich, and Mr. Peters) introduced the following bill; which was read twice and referred to the Committee on the Judiciary

A BILL

To amend title 5, United States Code, to designate Juneteenth National Independence Day as a legal public holiday.

Section 1. Short title

This Act may be cited as the Juneteenth National Independence Day Act.

Sec. 2. Juneteenth National Independence Day as a legal public holiday

Section 6103(a) of title 5, United States Code, is amended by inserting after the item relating to Memorial Day the following:

5 U.S. Code § 6103 - Holidays

(a) The following are legal public holidays:

New Year's Day, January 1.

Birthday of Martin Luther King, Jr., the third Monday in January.

Washington's Birthday, the third Monday in February.

Memorial Day, the last Monday in May.

Juneteenth National Independence Day, June 19.

Independence Day, July 4.

Labor Day, the first Monday in September.

Columbus Day, the second Monday in October.

Veterans Day, November 11.

Thanksgiving Day, the fourth Thursday in November.

Christmas Day, December 25.

(b)For the purpose of statutes relating to pay and leave of employees, with respect to a legal public holiday and any other day declared to be a holiday by Federal statute or Executive order, the following rules apply:

(1) Instead of a holiday that occurs on a Saturday, the Friday immediately before is a legal public holiday for—

(A) employees whose basic workweek is Monday through Friday; and

(B) the purpose of [section 6309 \[1\]](#) of this title.

(2) Instead of a holiday that occurs on a regular weekly non-workday of an employee whose basic workweek is other than Monday through Friday, except the regular weekly non-workday administratively scheduled for the employee instead of Sunday, the workday immediately before that regular weekly nonworkday is a legal public holiday for the employee.

(3) Instead of a holiday that is designated under subsection (a) to occur on a Monday, for an employee at a duty post outside the United States whose basic workweek is other than Monday through Friday, and for whom Monday is a regularly scheduled workday, the legal public holiday is the first workday of the workweek in which the Monday designated for the observance of such holiday under subsection (a) occurs.

This subsection, except subparagraph (B) of paragraph (1), does not apply to an employee whose basic workweek is Monday through Saturday.

(c) January 20 of each fourth year after 1965, Inauguration Day, is a legal public holiday for the purpose of statutes relating to pay and leave of employees as defined by [section 2105 of this title](#) and individuals employed by the government of the District of Columbia employed in the District of Columbia, Montgomery and Prince Georges Counties in Maryland, Arlington and Fairfax Counties in Virginia, and the cities of Alexandria and Falls Church in Virginia. When January 20 of any fourth year after 1965 falls on Sunday, the next succeeding day selected for the public observance of the inauguration of the President is a legal public holiday for the purpose of this subsection.

(d)

(1)For purposes of this subsection—

(A) the term “[compressed schedule](#)” has the meaning given such term by section 6121(5); and

(B) the term “[adverse agency impact](#)” has the meaning given such term by section 6131(b).

(2)

An agency may prescribe rules under which employees on a [compressed schedule](#) may, in the case of a holiday that occurs on a regularly scheduled non-workday for such employees, and notwithstanding any other provision of law or the terms of any collective bargaining agreement, be required to observe such holiday on a workday other than as provided by subsection (b), if the agency head determines that it is necessary to do so in order to prevent an [adverse agency impact](#).

([Pub. L. 89–554](#), Sept. 6, 1966, [80 Stat. 515](#); [Pub. L. 90–363, § 1\(a\)](#), June 28, 1968, [82 Stat. 250](#); [Pub. L. 94–97](#), Sept. 18, 1975, [89 Stat. 479](#); [Pub. L. 98–144, § 1](#), Nov. 2, 1983, [97 Stat. 917](#); [Pub. L. 104–201, div. A, title XVI, § 1613](#), Sept. 23, 1996, [110 Stat. 2739](#); [Pub. L. 105–261, div. A, title XI, § 1107](#), Oct. 17, 1998, [112 Stat. 2142](#); [Pub. L. 117–17, § 2](#), June 17, 2021, [135 Stat. 287](#).)

Agenda Item:

FWD OPERATIONS AUDIT

Summary:

August 9, 2022:

FWD Board to hold an open discussion regarding conducting audits of the district's operations by an external agency.

Three (3) quotes included:

Quote #1 – The Core Solutions

Quote #2 – Encompass Consultant

Quote #3 – Core Compliance

HISTORICAL:

January 12, 2021:

FWD Board tabled until further notice.

December 17, 2020:

FWD Board to discuss next steps with the Operations Audit.

A copy of the Audit Topic List is included in the December 17, 2020 Board Packet for review.

November 10, 2020:

FWD Board to discuss progress with the Operations Audit.

October 13, 2020:

FWD Board to discuss progress with the Operations Audit.

September 8, 2020:

FWD Board to discuss progress with the Operations Audit.

August 11, 2020:

FWD Board to discuss progress with the Operations Audit.

A copy of the final Audit Topic List is included in the August 11, 2020 Board Packet.

July 14, 2020:

FWD Board to discuss filling the open spots on the Audit Topic List.

A copy of the Audit Topic List is included in the July 14, 2020 Board Packet.

May 12, 2020:

The District Operations Audit is on hold until further notice.

April 14, 2020:

The District Operations Audit is on hold until further notice.

March 10, 2020:

The Audit is scheduled to begin in March 2020.

February 11, 2020:

The Audit is scheduled to begin in March 2020.

January 14, 2020:

All topics have been assigned and a final copy of the Audit Topics is included in the January 14, 2020 Board Packet.

December 10, 2019:

FWD Board to update which members will be replacing audit duties previously assigned.

A copy of the Audit Topics is included in the December 10, 2019 Board Packet for review.

November 5, 2019:

GM Lopes will brief the Board with any updates.

October 8, 2019:

FWD Staff is beginning work on the individual items as listed in the Audit Outline.

A copy of the updated Audit Outline is included in the October 8, 2019 Board Packet.

September 10, 2019:

FWD Sub-Committee members met on 8/29/19 and presented an audit outline at the Special Board Meeting on 9/3/19 for discussion. Attached is the final outline for approval. FWD Board to discuss and assign Board Member teams to specific topics for auditing.

A copy of the Audit Topics is included in the September 10, 2019 Board Packet.

August 13, 2019:

GM Lopes will present his ideas for the Operations Audits to the Board for further discussions.

July 9, 2019:

FWD Board to hold an open discussion of audit topics regarding Operations.

Potential Board Actions:

May either

1. Approve hiring a subcontractor to conduct the audit and set a maximum limit of cost for services.
2. The Board may review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Introduction



Dear Matthew,

It was good to talk with you about your ISO 9001 project needs. Please find in this proposal the information regarding the ISO 9001 online consulting program we discussed. This program is a one-on-one consulting program geared toward small business and can be completed in 4 months or less.

The online program is a start-to-finish certification process that guides you through **four basic steps** over **four months** until you are certified.

Full Service Consulting with Online Support

Full Service Consulting with Remote/Online Support: This is your best option if you have little to no time, need to get certified as soon as possible or have a more complicated Quality Management System, and are comfortable with dedicated consultant conducting your consulting remotely/through online meetings.

Your Program Overview document goes into details regarding the specifics of the program. I welcome any questions you may have after you review and look forward to working with you on your ISO 9001 certification project.

Kind regards,

Jason Ruffo
jason.ruffo@thecoresolution.com
(866) 354-0300

Professional Services



Online Consulting Program

Introduction

Thank you for the opportunity to present our Online Consulting Programs for ISO 9001. These programs are designed to assist you in implementing your ISO 9001 certification in as little as **four months (or less)** from the start of the program following **four basic step: Plan, Implement, Review and Certify**.



4 Months to Certification or Less

The Online Programs are structured as a remote/online program that provides step-by-step guidance, training, auditing assistance, and consulting support from start to successful ISO certification.

Average Time Needed for an ISO Implementation Project

If you are trying to decide which support option is right for your organization, the chart below may help. As you can see, if you have the least amount of time available to dedicate to your ISO project, then the Full-Service Consulting Program is your best option. We've made this option available virtually (through online web meetings) so that it is suitable for small businesses to get the level of support they need at a lower cost. Your sales consultant has more details to help you decide which program is right for you.

Support Option	ISO Project Leader/Mrep	Top Management
Coaching Program (online)	10-12 hours per week	2-4 hours per week
Full-Service Consulting Program (online)	3-4 hours per week	1-2 hours per week

With our Online Programs we offer...

Personal Coaching



Upon enrollment in the Program, you will receive all the necessary resources to get started. Our consultants are available for assistance throughout the project by phone or email to provide guidance and answer your questions each step of the way. Consultant support is available up to 6 months in the Program.

Our consultants are here to offer support so you can get your ISO 9001 project completed on schedule. For example, our consultants may review drafts of your ISO documentation, assist you with your Internal Audit, and in some cases, "attend" (by phone/online meeting) your initial Management Review meeting. Your personal consultant will be your point of contact for assistance throughout the project up to 6 months and assist each step of the way.

Document Development

Our Resource Library is available for you to develop your documents. The Coaching Program with Online/Remote Support includes our consultant's review of your documentation to ensure all audit requirements are met. With the Full-Service Consulting Program (Online), the responsibility of drafting your documents moves to your ISO consultant to save you even more time.

Internal Audit

Another major step in achieving your ISO 9001 certification is the completion of the Internal Audit - a complete internal review of your processes, documents and records. Commonly, the Internal Audit requires your organization to train a team of employees to serve as your Internal Auditors who then work to complete the audit. The Coaching Program provides an Internal Audit Review. The Full-Service Consulting (Online) Program includes our participation in your internal audit (we guide you through it virtually-see below).

Virtual Audit Assistance



A unique service in the Full-Service Consulting program is that our consultants will assist with your Internal Audit "virtually", meaning using the web (online meeting), phone and email. Your ISO Consultant will take an active role in your Internal Audit, and ensure the required audit records are ready for review during your certification audit.

Onsite Audit Assistance

*An **optional service** is available to have one of our professional auditors come to your location and complete the Internal Audit onsite. While there, he/she will attend your Management Review and answer questions on what to expect for the Stage 1 and Stage 2 external audits conducted by your Registrar. There is an additional charge for this service.*

The Core Business Solutions Small Business Advantage

You may be wondering how we can make all our consulting programs available online... first, we've created detailed online training courses and a complete ISO 9001 Resource Library. Second, the CORE Learning Center houses all the online training and our CORE ISO Compliance Platform[®] is used to access the Resource Library, manage your project and house your ISO documentation.

Online E-Learning Training Courses



To help you quickly learn the ISO 9001 requirements and to help you be well prepared for the Registrar's audit, all your program options include training for the Management Rep, Top Management, and Internal Auditors. We also provide an introductory video for all employees. Since they are online, they can be viewed from anywhere and at any time convenient for you.

Included in the online consulting programs is our online training system called the CORE Learning Center. It provides on-demand education for all your managers and employees throughout the ISO project. The video-based training modules make it easy to learn and apply what you have learned. Once you are through the training, you'll be an ISO expert in no time. Certificates are issued for learners who complete their training.

ISO 9001 Resource Library

To help you complete your certification, you will have access to the CORE Resource Library. This library includes templates, sample documents, training, checklists and other tools to simplify the implementation of ISO 9001. The library also includes just about everything you need for maintenance and continuous improvement of your ISO management system as well.

CORE Compliance Platform (6-month License included)

Included with the project is a 6-month subscription to our web-based CORE Compliance Platform. CORE will help you establish formal document control and records control processes that meet ISO requirements. It provides complete ISO compliance for:

- Document approvals
- Revision control
- Version history
- Reporting and accountability
- Record retention



In addition CORE also provides the following features for maintaining ISO compliance:

- Management review
- Nonconformances
- Corrective Actions
- Calibration Management
- Supplier Management
- Preventive Maintenance
- Design & Development
- Employee Training and more

Complete user training is included within the system. Included in your consulting package is CORE Premier Support as well.

If you'd like a demonstration of the CORE Compliance Platform, the CORE Learning Center, or the Resource Library, we will be glad to show you the resources and tools you will have available. Email: info@thecoresolution.com to schedule your live demo.

Approach:

Using the ISO 9001:2015 standards, Core Business Solutions will conduct an assessment of the current state of the client's Quality Management System.

Core Business Solutions' research will use a series of discussions, document reviews, and interviews to collect data on the client's current business processes and Management System processes. Core Business Solutions will analyze the data to help the client understand the business risks associated with gaps in these processes relative to ISO/AS requirements.

Data Collection:

- Business Process Review
- External dependencies and requirements (e.g., suppliers, clients, equipment, support services)
- Assessment of ISO/AS requirements

Statement of Work

- Interviews, discussion, and review of existing artifacts. Time for these activities will be estimated based on the scope and size of operations.
- Once the interviews are completed and client documentation is assessed, Core Business Solutions will analyze the data and prepare a Gap Analysis report. This report will:
 - Identify gaps in the client's Quality Management System, relative to ISO 9001 and AS 9100 requirements
 - Provide a determination of compliance based on current state
 - Provide overall recommendations for next steps

Client Requirements

- Resources to help collect the data described in the Data Collection section
- Provide available documentation related to current processes and Quality Management system (e.g.: Policies, Metrics, Management Meetings, Training, Operational process definitions, etc.)

Summary Deliverables – ISO 9001 Benchmark Assessment and Analysis

- Business Process Review
- Gap Analysis Report with recommendations

Quote



Consulting Quote

Quote Name: ISO 9001 Online Gap Assessment

Consulting Quote for Forestville Water District

Quote Number: 00012201

Expiration Date:

Created Date: 05/06/22, 12:21 PM

Description: An online gap assessment will be conducted remotely by your expert consultant.

Will be performed in 1.5 days

Payment in full required**

Bill to:

6530 Mirabel Road
Forestville, CA 95436
United States

Ship to:

6530 Mirabel Road
Forestville, CA 95436
United States

Product Name(s)	Quantity	Unit Price	Total Price
Gap Assessment-Online	1.0	\$2,400.00	\$2,400.00
			Grand Total: \$2,400.00

Prepared by: Jason Ruffo
Phone: (866) 354-0300 Ext: 1048
Email: jason.ruffo@thecoresolution.com

Consulting Quote

Quote Name: ISO 9001 Online Internal Audit
 Consulting Quote for
 Forestville Water District
 Quote Number: 00012202
 Expiration Date:
 Created Date: 05/06/22, 12:21 PM

Description: One-Time Internal Audit Support:
 The audit includes planning, conducting the audit, documentation, and reviewing the results during the closing. The cost of the audit is to be paid through ACH or credit card upon signing the agreement. If the audit is performed onsite, the customer is responsible for all reasonable travel expenses, which will be billed upon completion of the visit.

Online Internal Audit will be performed in 1.5 days

Bill to:

6530 Mirabel Road
 Forestville, CA 95436
 United States

Ship to:

6530 Mirabel Road
 Forestville, CA 95436
 United States

Product Name(s)	Quantity	Unit Price	Total Price
One-Time Internal Audit	1.0	\$3,525.00	\$3,525.00
			Grand Total: \$3,525.00

Prepared by: Jason Ruffo
 Phone: (866) 354-0300 Ext: 1048
 Email: jason.ruffo@thecoresolution.com

Consulting Quote

Quote Name: ISO 9001 Full Service Online Support

Consulting Quote for Forestville Water District

Quote Number: 00012203

Expiration Date:

Created Date: 05/06/22, 12:22 PM

Description: Core Business Solutions provides a dedicated consultant that coordinates your complete project with online (remote) assistance. Your consultant will develop your documentation, prepare and coordinate your management review, and conduct the internal audit remotely. The CORE Resource Library and CORE Learning Center provide additional resources for implementation. A 6-month subscription to the CORE ISO Compliance Platform® is included, along with Premier Support.

Bill to:

6530 Mirabel Road
 Forestville, CA 95436
 United States

Ship to:

6530 Mirabel Road
 Forestville, CA 95436
 United States

Product Name(s)	Quantity	Unit Price	Total Price
Full Service Consulting (Online)	1.0	\$5,700.00	\$5,700.00
			Grand Total: \$5,700.00

Full Service Consulting (Online) Payment Schedule	
Upon Enrollment:	\$1,425
2nd Installment (Month 2):	\$1,425
3rd Installment (Month 3):	\$1,425
4th Installment (Month 4):	\$1,425
Total	\$5,700

Prepared by: Jason Ruffo
 Phone: (866) 354-0300 Ext: 1048
 Email: jason.ruffo@thecoresolution.com

Consulting Terms and Conditions



The following Terms and Conditions relate to the Agreement entered into between Core Business Solutions, Inc. ("CBS") and the Customer identified herein ("Client"). These Terms and Conditions, together with Signed Proposal (sometimes collectively referred to herein as the "Agreement"), govern the Services developed and provided by CBS (as described in the "Consulting Program Overview"), together with any related documentation, whether in written or electronic form (the "Services").

1. The Services

CBS and Client Responsibility: CBS agrees to use all commercially reasonable efforts to assist Client in the achievement of the objectives as described in the Consulting Program for the ISO 9001 Program Overview ("Program Overview" herein). Client agrees to provide CBS with any and all information necessary to provide the Services, along with reasonable access to Client's personnel. Client agrees to use all commercially reasonable efforts to complete the project within the time frame described in the Program Overview.

Our Commitment to You: Our work is 100% guaranteed to the complete satisfaction of the Client. In the event that the Client is not completely satisfied with the Services, CBS will, at the Client's option, either waive its professional fees or accept a portion of those fees that more accurately reflects the Client's level of satisfaction.

2. Basis for Fees, Charges, and Payment Terms

All fees and expenses are listed in the Consulting Program Quote for ISO 9001 and will be billed as follows unless otherwise specified on the Consulting Program Quote.

- (a) The 1st installment is immediately due upon receipt of the accepted agreement.
- (b) The 2nd installment will be invoiced 30 days after start date of the program.
- (c) The remaining installments will be processed at 30 days intervals based on payment two.
- (d) Payment options and Terms are as follows:
 - Automatic credit card installments (maximum of \$5,000/installment)
 - Invoiced installments with Net 15 terms
 - One invoice with Net 30 terms
 - Expedited programs **MUST** be prepaid prior to start of work.
- (e) CBS shall be under no obligation to continue work when the account is overdue. In addition, CBS reserves the right to assess additional charges in the event that the project is delayed by Client beyond the program expiration date. Client is also permitted to change its primary point of contact with CBS within the first month of the commencement of the Services. Any changes by Client of its primary point of contact after the first month may result in the assessment of additional fees and expenses.
- (f) Any payments received over 30 days after the date of invoice will be subject to interest at the

rate of 1.5% per month on the outstanding balance plus all expenses of collection, including, but not limited to, reasonable attorney's fees and costs. Payment may be made via company check, credit card, or direct bank transfer of funds.

3. Termination by Client

Client shall have the right, by written notice, to terminate the Services at any stage. Upon termination, Client agrees to pay CBS for all accrued charges.

4. Additional Services

In the event that Client requests services that are additional to the Services described in the Program Overview (add-ons), CBS reserves the right to provide Client with a quotation for these services, at prices in force at the time of the quotation, and to provide these services only upon the receipt of a signed agreement or purchase order authorizing the services from Client. This may include access to the CORE Compliance Platform, an online software to help with documents, records and processes needed to maintain ISO compliance, cybersecurity compliance and certification.

5. Proprietary Information

In the event that either party discloses information, of any sort whatever, to the other that it considers to be confidential, secret or proprietary (Proprietary Information), the receiving party agrees to make all reasonable efforts to maintain the Proprietary Information in confidence and to treat the Proprietary information with at least the same degree of care and safeguards that it takes with its own Proprietary Information, both during the term of this Agreement and indefinitely after the completion of all work under this Agreement. Proprietary Information shall be used by the receiving party only in connection with this Agreement and shall be disclosed only to employees as reasonably on a need-to-know basis and only necessary for the performance of the support services.

For purposes of this Agreement, any and all information exchanged between the parties will be presumed to be Proprietary Information unless otherwise indicated to the contrary in writing to the party receiving the information.

Proprietary Information shall not be deemed to include any Information that:

- (a) is in or becomes in the public domain without violation of this Agreement by the receiving party; or
- (b) is already in the possession of the receiving party, as evidenced by written documents, prior to the disclosure thereof by the other party; or
- (c) is rightfully received from a third entity having no obligation to the disclosing party and without violation of this Agreement by the receiving party.

The provisions of this Section 5 shall survive any termination of this Agreement.

6. Limitation of Liability

IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, OR DAMAGES FOR LOSS OF PROFITS, REPUTATIONAL HARM, REVENUE, DATA OR USE, INCURRED BY THE OTHER PARTY OR ANY THIRD PARTY, WHETHER IN AN ACTION IN CONTRACT OR TORT, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF

SUCH DAMAGES. THE TOTAL LIABILITY FOR ANY SERVICE PROVIDED BY CBS IS LIMITED IN ALL CASES AND IN THE AGGREGATE TO THE AMOUNT OF FEES ACTUALLY PAID BY CLIENT FOR THE CORRESPONDING SERVICE DURING THE TWELVE (12) MONTHS PRECEDING THE DATE OF THE EVENT THAT IS THE BASIS FOR THE CLAIM.

7. CBS as an Independent Contractor

CBS shall act as an independent contractor and not as an agent of Client, and neither CBS nor any employee or agent of CBS shall make any representation as an agent of Client. CBS shall have no authority to bind Client or incur any other obligations on behalf of Client.

8. Complete Agreement

This Agreement shall be attached to, or otherwise made part of, each Purchase Order issued by Client to CBS and shall be in lieu of all printed terms on the face or reverse of the Purchase Order form and together with the terms typed on the face of the Purchase Order shall constitute the entire agreement between the parties.

9. Assignment

This Agreement is not assignable by either party without the prior written consent of the other.

10. Execution

Each individual executing this Agreement on behalf of a party to this Agreement represents and personally warrants that he/she has the authority to enter into this Agreement on behalf of such party and that this Agreement is binding on such party.

11. Governing Law; Jurisdiction

This Agreement and the rights of the parties shall be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania. All disputes under this Agreement shall be resolved by litigation in the courts of Union County, Pennsylvania, including the federal courts therein and the parties each consent to the jurisdiction of such courts, agree to accept service of process by mail and hereby waive any jurisdictional or venue defenses otherwise available to it.

Next Steps

Next Steps:

1) ASK A QUESTION: If you have a question, just click the Ask a Question and I'll get it right away and respond a.s.a.p.

2) PROPOSAL REVIEW: If you'd like me to review the proposal with your management or go over everything quickly, just shoot me an email or give me a call: email: jason.ruffo@thecoresolution.com or (866) 354-0300.

3) SIGN THE PROPOSAL: If you are okay with everything, you can click the sign proposal and accept green button at the top and you'll get a copy of the signed proposal and I will be notified immediately.

Thanks so much for the opportunity to assist you in accomplishing your certification.

About Us, CORE, and ISO

About Core Business Solutions

Core Business Solutions, Inc. was founded in 2000 with the vision of providing practical solutions to small businesses seeking ISO certification. Through the use of consulting, training, auditing and technology, Core Business Solutions simplifies ISO 9001 preparations, increases the business benefits achieved through certification and reduces the overall "cost of ownership" as certification is maintained. We assist hundreds of small businesses each year in achieving certification within the time frame required, using their existing resources, at a cost they can afford. We empower companies to be ISO experts through our process and take pride in strengthening America's businesses through successful ISO implementation.

The Core Story

Core Business Solutions is a family business who helps hundreds of American Small Businesses each year achieve ISO and Cybersecurity certifications and compliance. For more information call 866.354.0300 or visit [thecoresolution.com \(http://www.thecoresolution.com/\)](http://www.thecoresolution.com/)

Click below to view a short video about Core.



(<https://vimeo.com/cbslori/the-core-story>)

Purchasing the ISO 9001 Standard



One additional item you'll need to become ISO certified is a copy of the ISO 9001:2015 Standard. Here are a number of sources where you can purchase the Standard.

[American National Standards Institute \(ANSI\) \(https://webstore.ansi.org/Search/Find?in=1&st=ISO9001&gclid=EAlalQobChMIosP_g_fp5QIVx5-zCh1TJQUoEAAYASAAEgl-YPD_BwE\)](https://webstore.ansi.org/Search/Find?in=1&st=ISO9001&gclid=EAlalQobChMIosP_g_fp5QIVx5-zCh1TJQUoEAAYASAAEgl-YPD_BwE)

[TechStreet \(https://www.techstreet.com/standards/iso-9001-2015?gclid=EAlalQobChMli-LZz_bp5QIVSZyzCh2IYQdVEAYYASABEgK9jfd_BwE&sid=goog&product_id=1902439\)](https://www.techstreet.com/standards/iso-9001-2015?gclid=EAlalQobChMli-LZz_bp5QIVSZyzCh2IYQdVEAYYASABEgK9jfd_BwE&sid=goog&product_id=1902439)

About the Registrar Audit

Registrar Audit

Getting ISO certified takes 2 steps:

- Core Business Solutions/Your Consultant Assists with Preparation
- The Registrar (Certification Body) Conducts External Audit for Certification

Once we help you implement your Quality Management System (QMS) through the Program, you'll need a Registrar (Certification Body) to conduct the External Audit and issue the certificate. I've included some information about the Registrar costs below.

The budget for the Registrar's audit is based on the number of employees within the scope of your certification and the number of facilities.

Estimated Registrar Fees	Cost
First Year Certification Audit	\$2,500-\$3,000
Second Year Surveillance Audit	\$1,800-\$2,000
Third Year Surveillance Audit	\$1,800-\$2,000

I would be glad to recommend some excellent auditing firms you can contact for estimates/quotes.

Signature

Presented to:

Forestville Water District
May 06, 2022, 8:30:01 AM

Accepted by:

Printed Name

Signed Name

Title

Date

Encompass Consultants Services

cc: Aug. 9, 2022
Board Packet
ASR "Q"-Quote #2

Encompass Consultants is contracted to perform an ISO 9001:2015 internal audit at Forestville Water District for the sum of \$3000. The audit will take place over the course of two audit days. The audit will rely on sampling data for the prognosis of compliance to each clause in ISO 9001:2015

Scope of Services

ISO 9001:2015 Internal Audit - \$3000

Includes ISO 9001:2015 internal audit sampling activity to identify gaps and provide evidence for areas in compliance. All nonconformities will be presented in the form of a formal nonconformity. Deliverables on behalf of the internal audit are as follows:

- Internal audit report
- Read out session to discuss findings

Contract Terms & Conditions

By signing this contract, Forestville Water District agrees to Encompass Consultants Terms & Conditions referenced in the Encompass Consultants Terms & Conditions documentation.

Encompass Consultants Representative: Name: Kyle Schrader Date: 8/2/2022 Signature: <i>Kyle Schrader</i>	Forestville Water District Representative: Name: _____ Date: _____ Signature: _____
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Internal Audit Services proposal compliance to following standards:

ISO 9001:2015- *Quality Management System (QMS)*

Proposal Contents for:

Company: Forestville Water District

Contact: Matt McDermott, *Chairman of the Board*

☐ (707) 820-1596 ☐ mmcdermott@forestvillewd.com



Proposal creation date:

Issue Date: 08.02.2022

Expiration Date: 09.02.2022

Contact Information

Phone: (877)505-6299

Email: trarick@core-compliance.com

Terence Rarick, *Director of Operations/Lead QMS Consultant*

Core Compliance, LLC

Proposal Contents

Internal Audit Services proposal compliance to following standards:	1
Core Compliance, LLC.....	1
Introduction to the Project	3
Project Initial Scope.....	3
Timeline to start.....	3
INTERNAL AUDIT-Figure 1	5
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Introduction to the Project

Core Compliance has been approached by Forestville Water District to provide internal audit services to internal processes related to ISO 9001 quality management system & applicable other safety & environmental standardized.

Project Initial Scope

Timeline to start	May 2022 Facility-6530 Mirabel Road, Forestville CA 95436
Internal Audit	ISO 9001 quality management system for the aerospace industry Process Audit
Objective	ISO defines audits as “Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled.” Internal audits, sometimes called first-party audits, are conducted by, or on behalf of, the organization itself for management review and other internal purposes and may form the basis for an organization’s declaration of conformity.
Process Evaluation	<ol style="list-style-type: none"> 1. Sewer Operations <ol style="list-style-type: none"> A. Documentation / Legal Certificates / Licensing B. Operating procedures <ol style="list-style-type: none"> 1. Sewer plant operations & SOP’s 2. Sewer collection system operation 3. Sampling & reporting requirements and procedures 4. Recordkeeping 5. Recycled water sales & user agreements 6. Employee training program 7. Grease trap inspections & records 2. Water Operations <ol style="list-style-type: none"> A. Documentation / Legal Certificates / Licensing B. Operating procedures – water distribution <ol style="list-style-type: none"> 1. Tank sites & SCWA connections 2. Distribution system <ol style="list-style-type: none"> A. Maintenance & records B. Hydrants, blow offs, PRV records & inspection/testing schedules 3. Customer meters <ol style="list-style-type: none"> A. Reading procedures & schedule B. Testing schedule & records 4. Sampling & reporting requirements & records 3. Administration <ol style="list-style-type: none"> A. Structure & Task assignment routing B. SOP’s for normally performed tasks C. Annual schedule of filings & deadlines for reporting D. Board records and organization E. Accounting checks and balances – financial assets F. Timekeeping methods & records G. Customer interaction procedures



	<ul style="list-style-type: none"> H. Questions & complaints flowchart I. Employee Satisfaction J. Customer Satisfaction 4. District Equipment <ul style="list-style-type: none"> A. Inventory of assets B. Inventory of on the shelf parts – costed C. Vehicle maintenance & inspection records D. Itemized tool inventory by location 5. Safety & District Defense Strategy <ul style="list-style-type: none"> A. Emergency protocols & procedures plan B. Required training & documentation of training C. Safety equipment & PPE requirements D. Safety SOP’s for operational tasks E. Incident flowchart & chain of command
<p>Deliverable</p>	<ul style="list-style-type: none"> ✓ Internal Audit Planning & Schedule ✓ Internal Audit Report ✓ Internal Audit Findings Review
<p>Description of Services</p>	<p><i>See Figure 1- Internal Audit</i></p>

INTERNAL AUDIT-*Figure 1*

Internal Audit Purpose- Ensuring compliance to the requirements of internal, international and industry standards & regulations, and customer requirements.

Internal Audit Planning: Set up internal audit planning meeting.

- Schedule specific days with auditor and organization to conduct internal audit.
- Set up access to document shared site.
- Date, place, time of the audit and distribution date of the audit report
- Coordinate interviews with process/info security team to designate dedicate time blocks.

Stage 1- Internal Audit (Documentation Review)

- Set up document shared cloud-based site, share access.
- Remote review documents ISO 9001 Quality Management system



Stage 2- Internal Audit (Conduct Audit Evidence of Conformity)

Review and validate controls are implemented ISO requirements the internal audit questionnaire.

Internal Audit Report- is the significant output of the audit process. Not only is the document considered as evidence of your audit program and conveys the audit results to the responsible process owners.

Audit Summary	Objectives	Method	Findings	Recommendations
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Audit Review- schedule meeting to review findings & validate the rational for findings.

Remediation Plan- Action implemented to address the root-cause(s) and contributing cause(s) of the undesirable condition, situation, nonconformity, or failure; action taken to prevent recurrence.

Finding	Definition/Impact	Action/Mitigation
Compliant	Compliant means adherence with the requirements of the standard. The process is implemented and documented, and records exist to verify this.	Continue to monitor trends/indicators.
OFI	A low-risk issue that offers an opportunity to improve current practice. Processes may cumbersome or overly complex but meet their targets and objectives.	Review and implement actions to improve the process(s). Monitor trends/indicators to determine if improvement was achieved.
Minor N/C	A medium risk, minor non-conformance resulting in deviation from process practice not likely to result in the failure of the management system or process that will not result in the delivery of non-conforming products nor reduce the effectiveness of the applicable processes to ISO 9001.	Investigate root cause(s) and implement corrective action by next reporting period or next scheduled audit.
Major N/C	A high risk, major non-conformance which directly impacts upon customer requirements, likely to result in the customer receiving non-conforming products, or which may reduce the effectiveness of the process to ISO 9001.	Implement immediate containment action, investigate root cause(s) and apply corrective action. Re-audit in 4 weeks to verify correction.

Fixed Milestone Payments

Phases	Project Function	Fixed Budget	Milestone Payments	Deliverable
Deposit	Project kickoff Audit Planning	\$1000	<i>due as retainer to begin consulting</i>	Kick-Off meeting Audit Planning Schedule
Phase 1	Conduct Internal Audit Onsite (items 1-5)			Internal Audit Onsite 1-2 days
Phase 2	Generate internal audit findings			Internal Audit Report
Phase 3	Review findings with team	\$1,400		Findings review meeting CAPA Plan
Optional	Assistance in the creation or updating of programs or processes that are needed to be in compliance with the ISO 9001 standards	\$150 per hour		
Total	Amount of agreement	\$2,400	Fixed pricing total amount	Continuous Improvement Plan

Exhibit A-Consulting Project Terms

Fixed Budget	Consulting Budget Definitions
	<i>Deposit-retainer fee to begin consulting services. 100% due at completed milestone</i>
Time & Materials	<i>Core Compliance hourly rate for this Project will be 150\$ per hour.</i>
	<i>Consultant tracks Billable hours in mutually agreed mechanism Organization. Invoices are submitted to customer on a bi-monthly basis with pre-determined days</i> <ul style="list-style-type: none"> ▪ <i>A brief description of each service</i> ▪ <i>The number of hours worked</i> ▪ <i>The hourly rate of pay</i> ▪ <i>A subtotal of the charges for each service</i>
Change Order	<i>If client requests consulting services out of the scope agreed in the SOW, a change order will be requested outlining specific additional items and billed as a time & materials to client upon approval</i>
SOW	<i>Core Compliance will send over a Statement of Work (SOW) agreement. The SOW outlines project scope including- specific terms & conditions, milestones, deliverables, billing/payments net terms, expenses, termination of contract, liabilities, governing laws. The SOW requires formal acknowledgement & execution from both parties</i>
Statement of Confidentiality	<i>This proposal and supporting materials contain confidential pricing & business information of Core Compliance intended for Organization. These materials may be printed or photocopied for use in evaluating the proposed project but are not to be shared with other parties.</i>
NDA	<i>Review and execute organizations NDA or provide one to protect both parties before any confidential or proprietary information is exchanged</i>

Agenda Item:

RESOLUTION #419 – AMENDING RESOLUTION #408

Summary:

August 9, 2022:

During the process of confirming our Treasurer with Sonoma County, it was discovered Resolution #408 didn't specify bonding of the Treasurer which is required per California Water Code section 30545.

Copy of Resolution #419 is included.

Historical:

February 9, 2021:

FWD General Manager sent a letter to Sonoma County Treasurer's Office on January 28, 2021, requesting the redemption fund monies to be sent to FWD. On February 1, 2021, FWD received a check from Sonoma County Treasurer's Office.

FWD Counsel has proposed a resolution for FWD Board to appoint General Manager position as official Treasurer from the Sonoma County Treasurer's office. A draft copy of Resolution #408 is included with the February 9, 2021 Board Packet.

January 12, 2021:

GM Lopes to update the Board.

Potential Board Actions:

The Board may:

1. Approve Resolution #419 as presented.
2. Approve with changes.
3. The Board may review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation:

GM Lopes recommends approving resolution as presented.

Report created by: Dawn Leith, Board Clerk

RESOLUTION NO. 419

**RESOLUTION OF THE FORESTVILLE WATER DISTRICT
APPROVING AMENDED INSTALLMENT SALE AGREEMENT**

WHEREAS, the Forestville Water District (“District”) is a county water district formed under and governed in accordance with California Water Code sections 30000, et seq.

WHEREAS, the County of Sonoma has served as treasurer of the District under Government Code Section 61053. In its capacity as treasurer for the District, the County of Sonoma holds funds on behalf of the District in the amount of \$4,353.02.

WHEREAS, the District wishes to withdraw said funds from the County of Sonoma and to appoint a new treasurer.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Forestville Water District appoints the District’s General Manager as Treasurer.

BE IT FURTHER RESOLVED that the District has accounting and auditing systems in place that show the District’s financial condition at all times. The District also maintains procedures for drawing and signing checks. Said systems and procedures adhere to generally accepted accounting principles.

BE IT FURTHER RESOLVED that the District designates Umpqua Bank at 201 North Main Street in Sebastopol, California, as the depository for the District’s money.

BE IT FURTHER RESOLVED that the District does and shall maintain insurance that satisfies the bond requirement set forth in Water Code section 30545.

DULY AND REGULARLY ADOPTED THIS 9th of August 2022.

FORESTVILLE WATER DISTRICT:

Director Aldridge _____

By: _____
Chair of the Board

Director Griffith _____

Director McDermott _____

Attest: _____
Board Clerk

Director Monroe _____

Director Stuart _____

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

Agenda Item:

ESTABLISHING BYLAWS

Summary:

August 9, 2022:

The Board to discuss further on how to proceed.

Historical:

July 12, 2022:

The Board Clerk has compiled all examples of other District bylaws in Dropbox in the "Subcommittee Projects" file. The Board Clerk will start working on the bylaws in August. Should the Board still see fit, a subcommittee is still needed; the Board Clerk requests a subcommittee to be established at this meeting to help expedite the process.

June 14, 2022:

The Board Clerk has provided a few bylaw examples in the board packet for review. These and additional bylaw examples are available for review in Dropbox in the "Subcommittee Projects" file.

May 10, 2022:

The Board tabled to next month's meeting and instructed the Board Clerk to provide examples in the June board packet.

Potential Board Actions:

The Board may:

1. Select two Directors for the Subcommittee members and date(s) for meeting(s).
2. The Board may review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

CORRESPONDENCE

Summary:

August 9, 2022:

The following pieces of correspondence are included in the FWD Board Package:

1. AWWA – Making every drop count
2. Press Democrat – Article “Where is the water for new homes?”

Potential Board Actions:

FWD Board may choose to select any item above and request it be placed on a future Agenda if it is deemed that action is needed by FWD Board.

Staff Recommendation: None

Report created by: Dawn Leith, Interim Board Clerk



American Water Works
Association

Dedicated to the World's Most Important Resource®

California water district going to extreme lengths to make every drop count

July 25, 2022

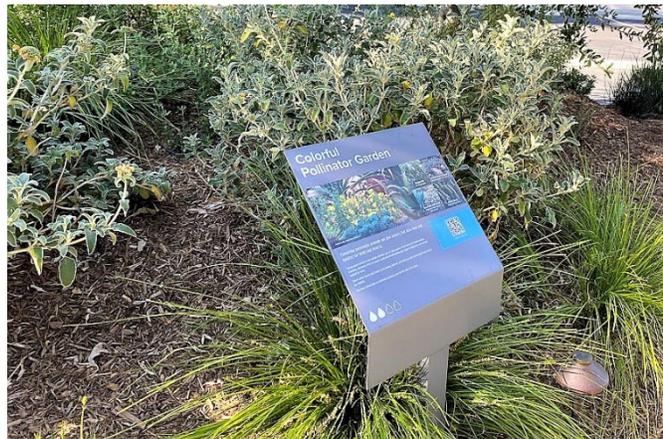
[Connections Article, Publications](#)



A parched water system in Los Angeles County, faced with an extreme drought emergency and severe water restrictions across the Southern California region, is pulling out all the stops to make every drop of water count.

The Las Virgenes Municipal Water District (LVMWD), which provides 75,000 customers with potable water, wastewater treatment, recycled water and biosolids composting, also offers free recycled water for irrigation, free compost, a customer portal to track usage, a native California demonstration garden, and a discounted irrigation controller program. The district has nearly completed a year-long transition to smart water meters. *(Pictured above, climate change is causing drought and wildfires, such as this one in Los Angeles County that threatened the LVMWD headquarters building in 2018.)*

During an earlier 2015 drought, LVMWD implemented a system that assigned a water budget specific to each customer, based on household size and the configuration of their property. The outdoor-use portion of that budget was reduced by half this April, due to the drought emergency. *(Pictured left, demonstration garden shows sustainable foliage.)*



“Broadly speaking, our strategy is to give customers the tools to be engaged in how they use water and to determine what is the right amount, along with the flexibility to use it as they wish,” said David Pedersen, LVMWD general manager. “In the current drought emergency, there are extra rules in place on top of that because we are part of the State Water Project dependent area within Metropolitan Water District’s service territory and subject to its emergency water conservation program.”

LVMWD has very little access to groundwater and its main water supply comes from the State Water Project in Northern California, which is dangerously low after the state’s driest-ever start to the year. Since June, the district’s water allocation from wholesale supplier Metropolitan has been reduced by

73% and its customers have been limited to no more than one watering day a week.

“We’ve never had an allocation reduction that was even close to this in 64 years of operations,” Pedersen said. “We’re doing a great job but still not meeting the numbers, and we need to do a lot more.”

Tamping down water usage

On average, the district’s customers used 205 gallons per person per day in 2021, 70% for outdoor use – a far cry from the district’s goal of 80 gallons per person per day.



A unique challenge is that some of the district’s customers live in multimillion dollar mansions with lush and extensive landscaping. Although anyone who exceeds 150% of their water budget for at least two months pays a penalty, that may not be much of a deterrent for some of these customers who aren’t as price sensitive.

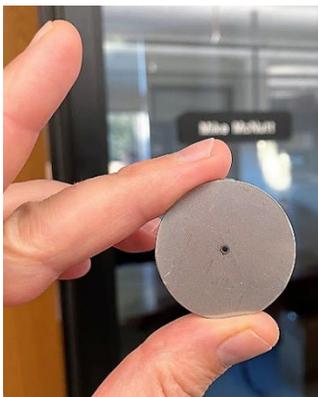
To tame the usage of customers who repeatedly exceed their water budgets, the district has begun using a custom-built water flow restrictor (*pictured left*) as a solution of last resort. The small metal device, designed by LVMWD senior field customer service representative Cason Gilmer, is installed at the main shutoff valve of a home or business.

When inserted, the water flow restrictor slashes water flow from 30 gallons to less than one gallon per minute. While indoor use remains adequate, there isn’t enough pressure for lawn sprinklers. There is a \$2,500 fine for tampering with or removing the device.

Customers who haven’t reduced their water usage from December 2021 and have exceeded 150% of their monthly water budgets at least four times are first given an opportunity to sign a water usage commitment form to reduce their usage. This includes allowing for a water survey to be completed at the customer’s home by district staff to identify where water can be saved, installing a weather-based irrigation control device, and acknowledging the drought and water supply conditions.

“The drought situation is so severe that you cannot just pay more to use more,” Pedersen said. “We can’t have a small segment of our community not doing their part. The flow restrictor is sort of the equalizer.”

Finding long-term solutions



These efforts are not just for the short-term, Pedersen stressed. “We can’t just bounce right back to the way things were after this drought emergency, then have it happen again,” he said. He listed some LVMWD strategies to increase local water supply reliability:

Create an affordable source of local water supply through potable reuse. The district is partnering with Triunfo Water & Sanitation District to develop the Pure Water Project Las Virgenes-Triunfo (*pictured right is the demonstration project*). The goal of the project is to deliver recycled water to an advanced water treatment facility to further purify the water, eliminate discharging recycled water into Malibu Creek, and create a new local water supply.

Support efforts to expand Metropolitan Water District's infrastructure so it can deliver water to LVMWD from Diamond Valley Lake and the Colorado River Aqueduct. Support increased investment in the State Water Project to improve storage, conveyance, supply, and climate change adaptations.

"None of the effects from climate change that we're seeing are surprising – snowpack not resulting in runoff, flooding, extended drought, increasing temperatures, wildfire and rising sea level. What we didn't plan for is how quickly these effects are happening," Pedersen said.

"We are feeling the impacts and needing to adapt in real time while planning for the future," he added. "A lot of our 20th Century infrastructure wasn't designed to be flexible enough to handle the extreme swings we're seeing, from periods of extreme drought to flooding. I've never seen a more challenging time in water. Fortunately, that brings opportunity to rise to the occasion, but there's quite a mountain to climb here."



[| California water district going to extreme lengths to make every drop count \(awwa.org\)](https://www.awwa.org)

CLOSE TO HOME

By

BRENDA ADELMAN

In early June, gazing downstream from the newer Guerneville Bridge toward the old, you could see more of the riverbed than the Russian River, which appeared as a thin stream running through the landscape. It was sad.

At the time, river flows were at 46 cubic feet per second. The two summer dams had not been installed, which would help a little, but it still seemed like there would be more wading than swimming this summer because of very low flows.

Sonoma Water has asked the state Water Resources Control Board to declare a “critical dry year,” which means the lower river, as measured at Hacienda Bridge, could go down to 25 cubic feet per second. (During a year of normal rainfall, 125 cfs would be the lowest flow allowed.) The purpose of lower flows is to better manage upstream reservoir levels in Lake Mendocino and Lake Sonoma, which were also lower than usual for this time of year, a result of no rain from January through March.

While no one has said this, and probably no one knows for sure, many doubt that water released from Lake Mendocino during a drought makes it downstream approximately 70 miles to Hacienda Bridge, where lower river flow measurements occur. To base lower river flows on conditions so far upstream, as proposed, is unrealistic.

The goal of the ruling document, state water board Decision 1610, is to protect human health, salmonid fish and recreation, while preventing unnecessary loss of water needed for beneficial uses. Yet the river is officially designated as impaired for sediments, high temperatures, pathogens and mercury — and those constituents would cause far more harm if concentrated into very low stream flows. You cannot adequately protect human health, and probably not environmental health, at those exceedingly stingy flow levels.

Sonoma County lost 6,400 people since March 2020. Santa Rosa’s planning department website indicates 5,941 new housing units have been approved or are in process since last year. Where will the water come from to serve these units, especially since demand hardening is setting in with many people already conserving as much as they can?

New buildings containing low-flow devices will still use a lot of water, and additional conservation is impossible for some. Even wastewater reuse will be limited because there is less sewage available during drought periods.

What will we do then?

Brenda Adelman chairs the Russian River Watershed Protection Committee. She lives in Rio Nido.



Brenda Adelman

Agenda Item:

**CLOSED SESSION (under Gov't Code #54957):
EMPLOYEE PERFORMANCE EVALUATION**

Summary:

August 9, 2022:

FWD Board may enter Closed Session under Gov't Code #54957 to discuss General Manager's Performance Evaluation.

Historical:

July 12, 2022:

FWD Board may enter Closed Session under Gov't Code #54957 to discuss General Manager's Performance Evaluation.

- **Adjourned** to Closed Session at 8:04 p.m.: Directors Griffith, McDermott, Stuart, and FWD Counsel-Hirsch
- **Reconvened** to Open Session at 8:34 p.m., and the Board announced the following:
- **Statement:** The Board has given further direction to the subcommittee and tabled until next month

May 10, 2022:

FWD Board may enter into Closed Session under Gov't Code #54957 to discuss General Manager's Performance Evaluation.

The GM's list of goals, policies, and procedures for the upcoming year was emailed separately from the board packet to the board.

Potential Board Actions:

FWD Board to announce any decisions made or action taken during Closed Session and give further instructions to FWD Staff if needed.

Staff Recommendation:

None

Report created by: Dawn Leith, Interim Board Clerk

Agenda Item:

General Manager Lopes Water and Sewer Operations Report for July 2022

Summary:

August 9, 2022:

Water Operations:

USA Checks: 14

Water Work Orders: 15

Staff continued water distribution duties for 2022.

We will have a new fire hydrant installed by customer contractor on Covey Road for fire suppression for 2 new lots on property. Customer will prepare water lines from lots to the street for future connections.

Have a new water connection requested and sent to LAFCO due to a water well hardship.

Had a few customers and FWD side leaks this past month, all repaired and 1 leak adjustment signed.

Door hangers were placed for late paying customers, but no water shut offs required.

The 2" water air release valve at Covey and Davis Road failed, had new one installed and a another ordered to have on the shelf.

Sewer Operations:

Currently working with PRMD and our engineer to setup a ADU new connection for water and sewer. Had some questions regarding the sewer design.

Recently discovered that a new empty lot purchased has a neighbor's sewer line attached to their sewer lateral connection.

Contacted PALL microfilter company to bring a technician to give the system a checkup. There has not been a technician on site in my time here, will be good to have some of the air valves checked out.

Farmers Insurance contacted FWD regarding the 1/8/22 accident that caused the power outage that affected our lift stations. We were reimbursed by our insurance, but now Farmers will reimburse our \$2,500 deductible.

Sewer 2nd quarter report completed and sent to SWRCB.

HACH lab meter swapped out for a loaner to be serviced.

Recycled Water:

Completed a draft of the recycled water pipeline agreement with GCSO for approval. Will be setup as a pilot program since there are so many variables that will come with winter weather and storage at both facilities.

B&R has submitted a draft for the recycled water truck fill station, and I gave my observations to engineers for refining.

There has been lots of recycled water usage and vineyards will be starting harvest within 3 to 6 weeks. Cleaning extra water from north pond to ensure plenty of storage during this time.

Recycled water 2nd quarter report completed and sent to SWRCB.

District Staff:

Continued our safety meetings and lunch.

I am heading to the CSDA annual conference in Palm Desert from 8/22- 8/25.

I will be on vacation 8/11-8/20.

Operations staff wanted to thank the FWD board for the fair compensation increase for the standby topic last month.

Potential Board Actions: No FWD Board action needed: for informational purposes only.

Staff Recommendation: None

Report created by: Tony Lopes, General Manager

Agenda Item:

**STANDING SUB-COMMITTEE
GRATON CSD & FORESTVILLE WATER DISTRICT**

Summary:

Aug. 9, 2022:

Sub-Committee met on July 21, 2022 to further discuss and create a recycled water pipeline agreement between the districts.

HISTORICAL:**July 12, 2022:**

The Sub-committee met on July 6, 2022, to discuss the continued Mutual Aid Agreement between the two districts. The sub-committee and both district GMs discussed the proposed plan of action to use the recycled water intertie pipeline in hopes of eliminating the need for the districts to discharge to Jones Creek in the winter.

May 10, 2022:

Director McDermott will be meeting with Graton's new Board President in the coming weeks. No action taken by the Board.

March 8, 2022:

The Subcommittee will update the Board.

January 11, 2022

The Subcommittee will need to select future meeting date.

December 14, 2021:

December 2's GCSD/FWD Sub-committee meeting was cancelled and has not yet been rescheduled to a future date.

November 9, 2021:

Next scheduled meeting will be December 2, 2021, at 5:30 p.m. via Zoom.

*** SEE ASR FROM OCTOBER 12, 2021 BOARD MEETING FOR PRIOR HISTORICAL DATA RELATED TO THIS AGENDA ITEM ***

Potential Board Actions: For informational purposes only

Staff Recommendation: None

Report created by: Dawn Leith, Interim Board Clerk