



PO Box 261
Forestville, CA 95436-0261
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Agenda of:
Regular Public Meeting
Of the
Forestville Water District Board of Directors

Date: **Tuesday, January 10, 2023** Time: **5:30 PM**

Location: **6530 Mirabel Rd. Forestville, CA 95436 & Virtual video conference***

To join Zoom Meeting:

Link: <https://zoom.us/join>
Meeting ID: 861 9793 9315
Password: 335718

To participate in Zoom by telephone:

Dial: 1-669-900-9128
Meeting ID: 861 9793 9315
Password: 335718

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. Financial Reports for December 2022
 2. Minutes for December 13, 2022, Regular Board Meeting
- VII. PUBLIC HEARING** (No public hearing tonight)
- VIII. ACTION ITEMS**
 - A. 2022 CSDA BOARD CLERK CONFERENCE
 - B. ENFORCEMENT OF ORDINANCE 61
 - C. RESOLUTION 413(o)-CONTINUANCE OF TELECONFERENCING
 - D. SERVICE AGREEMENTS
 - E. DIRECTOR'S TRAINING
 - F. DISTRICT GOAL UPDATES
 - G. ESTABLISHING BYLAWS
 - H. 2018 SEWER IMPROVEMENT PROJECT
 - I. PRV REPLACEMENT OPTIONS
 - J. SEWER FORCE MAIN PROJECT
 - K. EXTERNAL DISTRICT AUDIT
 - L. NEW WATER RATE STRUCTURE

- M. PRELIMINARY BUDGET FY 2023-2024
- N. WATER METER REPLACEMENT
- O. RECYCLE WATER TRUCK FILL STATION
- P. WATER CONSERVATION
- Q. GRANTS OPPORTUNITIES
- R. DISTRICT'S MISSION AND VISION STATEMENTS
- S. LAFCO ELECTION
- T. CORRESPONDENCE

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

**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(n), the January 10, 2023, 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.

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 either:

- Mail to: Forestville Water District, Post Office Box 261, Forestville, CA 95436
- Email to: info@forestvillewd.com

Be sure to include your name, address, and phone number. **Anonymous submissions will not be considered for discussion.**

Forestville Water District Expense and Revenue Report

cc: Jan. 10, 2023
Board Packet
VI. Consent Items #1

Water Operation Checking, Period Ending 12/31/2022

Type	Date	Num	Name	Memo	Amount	Balance
Beginning Balance						781,599.28
Cleared Transactions						
Checks and Payments - 60 items						
Various	11/08/2022	15722	Ideal Hardware	Oct '22 Various charges	-32.52	-32.52
Water	11/17/2022	15728	Sonoma County Water Agenc	Purchased Water (9/29/22-10/31/22)	-33,029.82	-33,062.34
Telephone	11/17/2022	15731	Verizon Wireless	Cell Service charges (10/5-11/4)	-291.04	-33,353.38
Health & Dental	12/01/2022	ACH	CalPERS Health Insurance	Dec 2022 Health Insurance	-11,442.45	-44,795.83
Web/Internet (S	12/01/2022	15738	Request IT	Monthly licenses and security	-1,770.00	-46,565.83
Health & Dental	12/01/2022	15736	Humana Insurance Co.	Dec '22 Coverage	-1,531.54	-48,097.37
Payroll Liability	12/01/2022	15741	CDTFA	November Employee Deduction	-1,024.68	-49,122.05
Various	12/01/2022	15734	Brelje & Race	Various Water Projects	-822.50	-49,944.55
PG&E	12/01/2022	ACH	PG&E	District Office	-314.40	-50,258.95
Web/Internet (S	12/01/2022	15739	Streamline	Website hosting and compliance	-200.00	-50,458.95
Other Admin (S	12/01/2022	15740	Wizix Technology Group, Inc.	Contract charge - copies	-167.64	-50,626.59
Membership	12/01/2022	15735	Forestville Chamber of Comm	2023 Annual Non-Profit Membership Dues	-75.00	-50,701.59
Various	12/01/2022	15737	Ideal Hardware	Nov '22 Various charges	-57.47	-50,759.06
Merchant Fees	12/02/2022		Bankcard	Merchant Fees	-121.24	-50,880.30
Payroll Liability	12/07/2022	E-pay	Umpqua Bank	Fed payroll taxes PP #25 (11/20-12/3)	-6,175.72	-57,056.02
Payroll Liability	12/07/2022	ACH	Tony D Lopes	PP #25 (11/20-12/3)	-4,544.75	-61,600.77
CalPERS	12/07/2022	ACH	CalPERS	PP #25 (11/20-12/3) CalPERS Retirement Cor	-3,198.10	-64,798.87
Payroll Liability	12/07/2022	ACH	Cory M. Ipsen	PP #25 (11/20-12/3)	-3,054.97	-67,853.84
Payroll Liability	12/07/2022	ACH	John H Southard	PP #25 (11/20-12/3)	-2,547.26	-70,401.10
Payroll Liability	12/07/2022	ACH	Dawn M. Colen-Leith	PP #25 (11/20-12/3)	-1,829.12	-72,230.22
Payroll Liability	12/07/2022	ACH	Rodrick A Wheeler	PP #25 (11/20-12/3)	-1,787.93	-74,018.15
Payroll Liability	12/07/2022	ACH	Cory M. Ipsen	PP #25 (11/20-12/3)	-1,586.04	-75,604.19
Payroll Liability	12/07/2022	ACH	Gwen M Taylor	PP #25 (11/20-12/3)	-1,537.00	-77,141.19
Payroll Liability	12/07/2022	E-pay	CA Employment Development	State payroll taxes PP #25 (11/20-12/3)	-1,379.28	-78,520.47
Payroll Liability	12/07/2022	ACH	CalPERS	PEPRA Employee Contributions	-753.96	-79,274.43
Payroll Liability	12/07/2022	ACH	CalPERS	457 Employee contributions	-580.00	-79,854.43
Payroll Liability	12/07/2022	E-pay	Umpqua Bank	Fed payroll taxes PP #25 (11/20-12/3)	-478.12	-80,332.55
Payroll Liability	12/07/2022	ACH	CalPERS	Repayment of 457 loan	-295.00	-80,627.55
Payroll Liability	12/07/2022	E-pay	CA Employment Development	State payroll taxes PP #25 (11/20-12/3)	-89.70	-80,717.25
Fuel	12/09/2022	ACH	Robinson Oil	vehicle fuel	-280.21	-80,997.46
Merchant Fees	12/09/2022	ACH	Umpqua Bank	Merchant Fees	-132.90	-81,130.36
Payroll Liability	12/09/2022	GJE	General Journal Entry	Difference between QB payroll & direct deposit	-0.01	-81,130.37
Water	12/13/2022	15749	Sonoma County Water Agenc	Purchased Water (10/31-11/30) - Inv #23125	-25,005.16	-106,135.53
Various	12/13/2022	15750	Umpqua Bank	CC statement 11/30/22	-2,123.46	-108,258.99
Legal	12/13/2022	15747	Perry Law	Legal Services (FY '22-'23)	-1,275.00	-109,533.99
Web/Internet (S	12/13/2022	15743	Airespring	Internet Service (Dec charges)	-598.99	-110,132.98
Telephone	12/13/2022	15752	Verizon Wireless	Cell Service charges (11/5-12/4)	-291.04	-110,424.02
Lab Testing	12/13/2022	15745	Brelje & Race Laboratories, In	Lab testing services for Nov '22	-190.00	-110,614.02
Vision	12/13/2022	15742	ACWA/JPIA	January '23 Vision	-161.10	-110,775.12
Garbage+recycl	12/13/2022	15748	Recology Sonoma Marin	Garbage & Recycled Service for Nov '22	-132.48	-110,907.60
Material/Supplie	12/13/2022	15746	Pace Supply Corp.	water - supplies	-71.60	-110,979.20
Other Admin (S	12/14/2022	15754	Core Compliance LLC	Deposit - ISO 9001 Audit	-1,000.00	-111,979.20
Telephone	12/14/2022	15753	Graybar Financial Services	Office phones lease	-276.18	-112,255.38

Forestville Water District Expense and Revenue Report

Water Operation Checking, Period Ending 12/31/2022

Payroll Liability	12/20/2022	E-pay	Umpqua Bank	Fed payroll Taxes PP #26 (12/4-12/17)	-5,918.86	-118,174.24
Payroll Liability	12/20/2022	ACH	CalPERS	PP #26 (12/4-12/17) CalPERS Retirement Con	-3,083.28	-121,257.52
Payroll Liability	12/20/2022	E-pay	CA Employment Development	State payroll Taxes PP #26 (12/4-12/17)	-1,293.11	-122,550.63
Payroll Liability	12/20/2022	ACH	CalPERS	PEPRA Employee Contributions	-681.62	-123,232.25
Payroll Liability	12/20/2022	ACH	CalPERS	457 Employee contributions	-580.00	-123,812.25
Bank Fee	12/20/2022		Umpqua Bank	analysis activity	-373.33	-124,185.58
Payroll Liability	12/20/2022	ACH	CalPERS	Repayment of 457 loan	-295.00	-124,480.58
Payroll Liability	12/21/2022	ACH	Tony D Lopes	PP #26 (12/4-12/17)	-4,544.73	-129,025.31
Payroll Liability	12/21/2022	ACH	Cory M. Ipsen	PP #26 (12/4-12/17)	-2,983.42	-132,008.73
Payroll Liability	12/21/2022	ACH	John H Southard	PP #26 (12/4-12/17)	-2,378.35	-134,387.08
Payroll Liability	12/21/2022	ACH	Dawn M. Colen-Leith	PP #26 (12/4-12/17)	-1,829.12	-136,216.20
Payroll Liability	12/21/2022	ACH	Gwen M Taylor	PP #26 (12/4-12/17)	-1,537.01	-137,753.21
Payroll Liability	12/21/2022	ACH	Rodrick A Wheeler	PP #26 (12/4-12/17)	-1,387.50	-139,140.71
Health & Dental	12/28/2022	ACH	CalPERS Health Insurance	Jan 2023 Health Insurance	-12,202.08	-151,342.79
PG&E	12/28/2022	ACH	PG&E	District Office	-490.72	-151,833.51
Water A/R	12/28/2022	1277	Water A/R	Customer - NSF Check	-160.24	-151,993.75
Fuel	12/30/2022	ACH	Robinson Oil	vehicle fuel	-349.10	-152,342.85
Total Checks and Payments					-152,342.85	-152,342.85
Deposits and Credits - 32 items						
	11/29/2022		Water A/R		253.66	253.66
	11/29/2022		Water A/R		673.27	926.93
	11/29/2022		Water A/R		1,150.10	2,077.03
	11/30/2022		Water A/R		150.00	2,227.03
	11/30/2022		Water A/R		216.00	2,443.03
	11/30/2022		Water A/R		554.70	2,997.73
	12/01/2022		Water A/R		516.18	3,513.91
	12/01/2022		Water A/R		1,056.22	4,570.13
	12/02/2022		Water A/R		452.09	5,022.22
	12/03/2022		Water A/R		454.45	5,476.67
	12/07/2022		Water A/R		1,803.20	7,279.87
	12/08/2022		Water A/R		91.22	7,371.09
	12/08/2022		Water A/R		2,707.19	10,078.28
	12/09/2022		Water A/R		91.22	10,169.50
	12/09/2022		Water A/R		491.93	10,661.43
	12/12/2022		Water A/R		96.42	10,757.85
	12/12/2022		Water A/R		198.68	10,956.53
	12/13/2022		Water A/R		91.22	11,047.75
	12/13/2022		Water A/R		4,293.47	15,341.22
	12/14/2022		Water A/R		78.48	15,419.70
	12/14/2022		Water A/R		6,146.67	21,566.37
	12/15/2022		So Co Tax Collector	State Fish & Wild Game Prop Taxes	3.77	21,570.14
	12/15/2022		Deposit	Non-Op Interest	8.70	21,578.84
	12/15/2022		So Co Tax Collector	HOPTR Prop Taxes	141.24	21,720.08
	12/15/2022		Water A/R		504.11	22,224.19
	12/15/2022		So Co Tax Collector	CY Supplemental Prop Taxes	1,452.17	23,676.36
	12/15/2022		So Co Tax Collector	CY Unsecured Prop Taxes	5,676.95	29,353.31
	12/15/2022		So Co Tax Collector	CY Secured Prop Taxes	103,300.20	132,653.51

Forestville Water District Expense and Revenue Report

Water Operation Checking, Period Ending 12/31/2022

	12/19/2022	Water A/R		667.42	133,320.93
	12/27/2022	Water A/R		261.46	133,582.39
	12/28/2022	Water A/R		900.42	134,482.81
	12/29/2022	Water A/R		281.93	134,764.74
		Total Deposits and Credits		134,764.74	134,764.74
		Total Cleared Transactions		-17,578.11	-17,578.11
Cleared Balance				-17,578.11	764,021.17
		Uncleared Transactions			
		Checks and Payments - 8 items			
Check	11/27/2019	14931 Accu-Bore		-50.00	-50.00
Bill Pmt -Check	12/13/2022	15751 USA Bluebook	supplies	-354.72	-404.72
Bill Pmt -Check	12/13/2022	15744 Becoming Independent	Secured Document Shredding	-80.00	-484.72
Bill Pmt -Check	12/28/2022	15755 Brelje & Race		-5,067.50	-5,552.22
Bill Pmt -Check	12/28/2022	15758 State Water Resources Contr	Annual Fees @ Disadvantage Community rate	-3,128.49	-8,680.71
Bill Pmt -Check	12/28/2022	15757 Request IT	Monthly licenses and security	-1,770.00	-10,450.71
Bill Pmt -Check	12/28/2022	15756 Humana Insurance Co.	Jan '23 Coverage	-1,531.54	-11,982.25
Bill Pmt -Check	12/28/2022	15759 Wizix Technology Group, Inc.	Contract charge - copies	-71.21	-12,053.46
		Total Checks and Payments		-12,053.46	-12,053.46
		Deposits and Credits - 6 items			
Payment	12/01/2022	Water A/R		83.00	83.00
Payment	12/07/2022	Water A/R		326.00	409.00
Payment	12/13/2022	Water A/R		70.75	479.75
Payment	12/31/2022	Water A/R		81.22	560.97
Payment	12/31/2022	Water A/R		81.22	642.19
Payment	12/31/2022	Water A/R		100.00	742.19
		Total Deposits and Credits		742.19	742.19
		Total Uncleared Transactions		-11,311.27	-11,311.27
Register Balance as of 12/31/2022				-28,889.38	752,709.90
		New Transactions			
		Checks and Payments - 21 items			
Liability Check	01/04/2023	E-pay Umpqua Bank		-5,624.46	-5,624.46
Paycheck	01/04/2023	ACH Tony D Lopes		-4,197.26	-9,821.72
Bill Pmt -Check	01/04/2023	ACH CalPERS	PP #1 (12/18-12/31) CalPERS Retirement Cor	-3,141.58	-12,963.30
Bill Pmt -Check	01/04/2023	15760 ACWA/Joint Powers Insuranc	2nd Qtr '22-'23 Workers' Compensation Ins.	-3,058.85	-16,022.15
Paycheck	01/04/2023	ACH John H Southard		-2,689.57	-18,711.72
Bill Pmt -Check	01/04/2023	15762 Pace Supply Corp.	water - supplies	-2,663.68	-21,375.40
Paycheck	01/04/2023	ACH Cory M. Ipsen		-2,536.99	-23,912.39
Paycheck	01/04/2023	ACH Rodrick A Wheeler		-1,897.91	-25,810.30
Paycheck	01/04/2023	ACH Dawn M. Colen-Leith		-1,853.30	-27,663.60
Paycheck	01/04/2023	ACH Gwen M Taylor		-1,551.94	-29,215.54
Liability Check	01/04/2023	ACH CalPERS		-1,206.31	-30,421.85
Liability Check	01/04/2023	E-pay CA Employment Development Department		-1,113.53	-31,535.38
Liability Check	01/04/2023	15764 CDTFA		-1,024.68	-32,560.06
Liability Check	01/04/2023	ACH CalPERS		-781.44	-33,341.50
Liability Check	01/04/2023	E-pay EDD		-504.41	-33,845.91
Liability Check	01/04/2023	ACH CalPERS		-295.00	-34,140.91
Bill Pmt -Check	01/04/2023	15763 Streamline	Website hosting and compliance	-200.00	-34,340.91

Forestville Water District Expense and Revenue Report

Water Operation Checking, Period Ending 12/31/2022

Bill Pmt -Check	01/04/2023	15761	Ideal Hardware	Dec '22 Various charges	-185.51	-34,526.42
Liability Check	01/04/2023	E-pay	Umpqua Bank		-131.59	-34,658.01
Paycheck	01/04/2023	ACH	Destiny Harp		-75.44	-34,733.45
Bill Pmt -Check	01/05/2023	15765	ACWA/Joint Powers Insuranc	February '23 Vision	-161.10	-34,894.55
			Total Checks and Payments		-34,894.55	-34,894.55
			Deposits and Credits - 3 items			
Payment	01/03/2023		Water A/R		1,041.37	1,041.37
Payment	01/04/2023		Water A/R		443.17	1,484.54
Payment	01/05/2023		Water A/R		243.66	1,728.20
			Total Deposits and Credits		1,728.20	1,728.20
			Total New Transactions		-33,166.35	-33,166.35
Ending Balance					-62,055.73	719,543.55

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

BROKERAGE ACCOUNT	DATE	Investments Total
STEWART PARTNERS	1/5/2023	\$590,244.26

SONOMA COUNTY TREASURY INVESTMENT POOL	DATE	TOTAL
	9/30/2022	\$747,038.65

COMBINED TOTAL OF INVESTMENTS **\$1,337,282.91**

UMPQUA BANK:		
OPERATIONS CHECKING	12/31/2022	<u>\$752,709.90</u>

GRAND TOTAL **\$2,089,992.81**

BOARD CLERK SIGNATURE: x _____

BOARD CHAIR SIGNATURE x _____

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

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · Water Sales				
RECYCLED WATER ACCOUNTS				
41800 · Recycled Water	22,163.30	33,132.64	-10,969.34	66.89%
Total RECYCLED WATER ACCOUNTS	22,163.30	33,132.64	-10,969.34	66.89%
41000R · Sales Allowance & Adjustment	-4,299.75			
41100 · Residential	523,946.54			
41700 · Other	4,090.43			
41700.1 · Outside Sales	13,224.79			
41000 · Water Sales - Other	0.00	1,177,565.08	-1,177,565.08	0.0%
Total 41000 · Water Sales	559,125.31	1,210,697.72	-651,572.41	46.18%
42000 · Water Service				
42100 · Fire Protection	1,272.00			
42302 · Meters	885.00			
Total 42000 · Water Service	2,157.00			
49000 · Non-Operating				
49100 · Re-Connect Fees-Late Pay Chrgs	5,505.00			
49200 · Interest	90.93	6,114.36	-6,023.43	1.49%
49300 · Taxes & Assessments	193,874.00	179,311.13	14,562.87	108.12%
49521 · Home Owners Property Tax Relief	834.00			
49600 · Other	15.00			
49650 · Connection Fees	24,689.00			
Total 49000 · Non-Operating	225,007.93	185,425.49	39,582.44	121.35%
Total Income	786,290.24	1,396,123.21	-609,832.97	56.32%
Cost of Goods Sold				
Purchased Water From SCWA				
51300 · Purchased Water	137,801.58	447,960.82	-310,159.24	30.76%
51310 · Aquaduct Fund	41,374.39			
51320 · Cotati Intertie	1,480.00	3,729.60	-2,249.60	39.68%
Total Purchased Water From SCWA	180,655.97	451,690.42	-271,034.45	40.0%
Total COGS	180,655.97	451,690.42	-271,034.45	40.0%
Gross Profit	605,634.27	944,432.79	-338,798.52	64.13%
Expense				
Employee Benefits				
56350 · Unemployment Insurance	24.42	2,400.00	-2,375.58	1.02%
56400 · Health & Dental Insurance	82,651.43	134,000.00	-51,348.57	61.68%
56450 · Vision Care Insurance	966.60	2,000.00	-1,033.40	48.33%
56500 · Social Security & Medicare	23,057.42	44,000.00	-20,942.58	52.4%
56501 · CalPERS for Classic	94,632.86	46,500.00	48,132.86	203.51%
56505 · CalPERS for PEPRA employees	10,747.17	50,500.00	-39,752.83	21.28%
Total Employee Benefits	212,079.90	279,400.00	-67,320.10	75.91%
Operations & Maintenance				
54120 · Labor (RRU)	0.00	0.00	0.00	0.0%
54210 · Materials & Supplies	6,470.33	13,000.00	-6,529.67	49.77%
54220 · Machine Hire	0.00	20,000.00	-20,000.00	0.0%
54230 · Maintenance & Repair	27,318.77	25,000.00	2,318.77	109.28%
54235 · Garbage+Recycled Waste Service	662.40	1,900.00	-1,237.60	34.86%
56210 · Office Supplies	3,709.77	18,000.00	-14,290.23	20.61%

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

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
56211 · Bank Service Charges	1,650.17	3,100.00	-1,449.83	53.23%
56212 · Uniforms	1,513.05	2,000.00	-486.95	75.65%
56213 · Merchant Fees	1,568.62	4,000.00	-2,431.38	39.22%
56214 · Web/Internet Expenses (shared)	15,410.92			
56220 · PG&E	1,736.66	3,000.00	-1,263.34	57.89%
56221 · Sewer Direct Charges - Annual	1,115.96	1,500.00	-384.04	74.4%
56231 · Telephone	3,525.11	7,000.00	-3,474.89	50.36%
56232 · Translation Services	345.28	2,000.00	-1,654.72	17.26%
56233 · CUSI software annual fee	0.00	9,000.00	-9,000.00	0.0%
56236 · Vehicle Fuel Expense (shared)	5,458.23	6,000.00	-541.77	90.97%
56239 · Training	4,520.41	5,000.00	-479.59	90.41%
56240 · Other Administrative Expenses	2,207.97	7,000.00	-4,792.03	31.54%
56241 · Other Admin Services (shared)	2,466.01	7,000.00	-4,533.99	35.23%
56242 · Membership Dues (include LAFCO)	20,494.30	18,000.00	2,494.30	113.86%
56243 · Election	0.00	4,000.00	-4,000.00	0.0%
56245 · Permit Fees	3,128.49	3,000.00	128.49	104.28%
56246 · Consulting-Office Tech/Support	825.00	10,000.00	-9,175.00	8.25%
56300 · Comp & Liability Insurance				
56301 · Liability & Property	28,584.83	25,000.00	3,584.83	114.34%
56302 · Workers Comp	3,406.61	12,000.00	-8,593.39	28.39%
Total 56300 · Comp & Liability Insurance	31,991.44	37,000.00	-5,008.56	86.46%
56702 · Lab Testing- Water Analysis	988.00	2,600.00	-1,612.00	38.0%
56800 · Audit	0.00	5,800.00	-5,800.00	0.0%
56801 · Attorney-specific water issues	200.00	4,000.00	-3,800.00	5.0%
56802 · Attorney-Retainer	6,175.00	10,000.00	-3,825.00	61.75%
56804 · Truck Expense	267.72	10,000.00	-9,732.28	2.68%
56806 · Engineer-specific water issues	4,965.00	15,000.00	-10,035.00	33.1%
56807 · Engineer	2,500.00	6,000.00	-3,500.00	41.67%
56810 · Recycled Water Chrgs to FWD SSZ	0.00	35,000.00	-35,000.00	0.0%
Total Operations & Maintenance	151,214.61	294,900.00	-143,685.39	51.28%
Salaries & Wages				
54100 · Management (Salaries)				
54100.9 · General Manager Salary	75,879.54	140,759.61	-64,880.07	53.91%
Total 54100 · Management (Salaries)	75,879.54	140,759.61	-64,880.07	53.91%
54104 · Administration PTO				
54104.1 · Vacation	4,388.41			
54104.2 · Sick Pay	1,417.73			
Total 54104 · Administration PTO	5,806.14			
54105 · Operations PTO				
54105.1 · Vacation - LPO	7,674.52			
54105.2 · Sick Pay - LPO	1,450.58			
54105.4 · Vacation - Operator	6,462.14			
54105.5 · Sick Pay - Operator	4,166.18			
54105.6 · Comp Time - Operator	4,752.76			
Total 54105 · Operations PTO	24,506.18			
54106 · Lead Plant Operator Salary				
54106.1 · Lead Plant Op Overtime Pay	5,777.32	9,000.00	-3,222.68	64.19%
54106.2 · Lead Plant Op Standby Pay	4,798.98	6,000.00	-1,201.02	79.98%
54106.3 · Holiday Pay Grade III	2,000.80			

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

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
54106.4 · LPO- Bi Wk hourly	40,728.30	103,063.95	-62,335.65	39.52%
54106 · Lead Plant Operator Salary - Other	0.00	0.00	0.00	0.0%
Total 54106 · Lead Plant Operator Salary	53,305.40	118,063.95	-64,758.55	45.15%
54107 · Water/Sewer Grade 2 Op Salary				
54107.1 · Water/Sewer Grade 2 Op Overtime	1,023.99	8,000.00	-6,976.01	12.8%
54107.2 · Water/Sewer Grade 2 Op Standby	4,894.54	6,000.00	-1,105.46	81.58%
54107.3 · Holiday Pay-Grade II Operator	2,068.50			
54107.4 · Grade II Operator- Bi Wk Hourly	30,580.32	85,629.14	-55,048.82	35.71%
54107 · Water/Sewer Grade 2 Op Salary - Other	0.00	0.00	0.00	0.0%
Total 54107 · Water/Sewer Grade 2 Op Salary	38,567.35	99,629.14	-61,061.79	38.71%
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	4,655.64	6,000.00	-1,344.36	77.59%
54109.3 · Holiday Pay - Grade II (#2)	1,662.40			
54109.4 · Comp Time Paid Out (#2)	207.80			
54109 · Water/Sewer Grade 2 Op Salary 2 - Other	32,721.52	85,220.05	-52,498.53	38.4%
Total 54109 · Water/Sewer Grade 2 Op Salary 2	39,247.36	99,220.05	-59,972.69	39.56%
54110 · Office Admin/Board Clerk Salary				
54110.5 · Temp. Office Assistant-Bi-Wk Ho	660.00			
54110.6 · Cust Serv/Admin Asst	740.30			
54110.7 · Holiday Pay-Cust Serv/Admin	2,519.60			
54111 · Office Admin Salary	25,477.24	62,743.44	-37,266.20	40.61%
54110 · Office Admin/Board Clerk Salary - Other	33,908.50	64,858.80	-30,950.30	52.28%
Total 54110 · Office Admin/Board Clerk Salary	63,305.64	127,602.24	-64,296.60	49.61%
54999 · Merit Salary Increase	0.00	5,214.15	-5,214.15	0.0%
Total Salaries & Wages	300,617.61	590,489.14	-289,871.53	50.91%
54115 · Comp Time Cashed In	2,805.02			
54116 · - Vacation Paid-Out	2,693.41			
54118 · Employee Reimbursement	299.51			
Total Expense	669,710.06	1,164,789.14	-495,079.08	57.5%
Net Ordinary Income	-64,075.79	-220,356.35	156,280.56	29.08%
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	-64,075.79	200,744.32	-264,820.11	-31.92%

Forestville Water District
Balance Sheet
As of December 31, 2022

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
13102 · Umpqua Bank Operation Checking	752,709.90
13400 · Imprest Cash	75.00
Total Checking/Savings	752,784.90
Accounts Receivable	
13710 · A/R - Utility Services	141,317.03
13750 · Miscellaneous Receivables	1,177.80
13800 · Allowance for Uncollectibles	-2,071.29
13900 · Property Taxes	50,964.12
Total Accounts Receivable	191,387.66
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
14300 · Inventory of Materials-Supplies	8,243.10
14400 · Prepaid Insurance	5,103.75
Total Other Current Assets	1,427,774.91
Total Current Assets	2,371,947.47
Fixed Assets	
11120 · Utility Plant Land	46,880.00
11163 · Water Meter Replacement	1,000.00
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	296,493.77
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	1,096,684.51
TOTAL ASSETS	3,468,631.98
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
22200 · Accounts Payable	-20,016.70
Total Accounts Payable	-20,016.70
Other Current Liabilities	
22600 · Customer Deposits	250.00
22803 · Audit Adj-accounts payable	16,658.00

	<u>Dec 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	2,664.18
	<hr/>
Total 22900 · Payroll Liabilities	2,620.97
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	75,855.08
	<hr/>
Total Current Liabilities	55,838.38
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
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Total 26000 · GASB 68 Pension Liability	364,641.00
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Total Long Term Liabilities	364,641.00
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Total Liabilities	420,479.38
Equity	
11100 · Retained Earnings	1,883,142.44
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	-64,075.79
	<hr/>
Total Equity	3,048,152.60
	<hr/>
TOTAL LIABILITIES & EQUITY	3,468,631.98
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Sewer Service Zone
Expense and Revenue Report
1Sewer Checking Accounts, Period Ending 12/31/2022

Sewer "Operations" Checking

Type	Date	Num	Name	Memo	Amount	Balance
Beginning Balance						925,391.45
Cleared Transactions						
Checks and Payments - 19 items						
Various	11/08/2022	5743	Ideal Hardware, Inc.	Charges for Oct '22 : Account # 275	-16.25	-16.25
Collection Syste	11/16/2022	5749	Sonoma County Water Agenc	Sewer jetting (7/1/22-9/30/22)	-2,374.66	-2,390.91
Various	12/01/2022	5753	Brelje & Race	Various Sewer Projects	-22,106.25	-24,497.16
Chemicals	12/01/2022	5756	Univar USA Inc.	chemicals (SOD Hypo 12.5%)	-2,607.47	-27,104.63
Maint/Repair	12/01/2022	5754	Bull Dog Electric	work at Sewer plant	-250.00	-27,354.63
Material/Supplie	12/01/2022	5752	Alhambra Drinking Water	Rental + water	-98.92	-27,453.55
Garbage+Recyc	12/01/2022	5755	Republic Services	Guerneville Dumps	-48.60	-27,502.15
Various	12/01/2022	5757	Ideal Hardware, Inc.	Charges for Nov '22	-39.04	-27,541.19
Permit Fees	12/13/2022	5762	SWRCB	Annual Permit Fee	-4,027.00	-31,568.19
Permit Fees	12/13/2022	5764	SWRCB	Annual Permit Fee	-3,453.00	-35,021.19
Lab Testing	12/13/2022	5759	Brelje and Race Laboratories,	Lab testing services for November 2022	-2,433.00	-37,454.19
SCADA	12/13/2022	5758	Aspect Engineering Group	SCADA support	-632.50	-38,086.69
Legal	12/13/2022	5760	Perry Law	Legal Services FY '22-'23	-125.00	-38,211.69
Chemicals	12/13/2022	5761	Roger's Pool and Spa Service	chemicals	-58.70	-38,270.39
Other Administr	12/15/2022	GJE	General Journal	Fstvl Central-'22-23 SoCo Admin fees	-4,909.46	-43,179.85
Other Administr	12/15/2022	GJE	General Journal	Mirabel Heights-'22-'23 SoCo Admin fees	-2,881.04	-46,060.89
PG&E Plant Use	12/28/2022	ACH	PG&E	Sewer plant	-9,389.88	-55,450.77
PG&E Plant Use	12/28/2022	ACH	PG&E	Lift station electricity	-1,069.69	-56,520.46
PG&E Plant Use	12/28/2022	ACH	PG&E	Covey Bldg electricity	-40.07	-56,560.53
Total Checks and Payments					-56,560.53	-56,560.53
Deposits and Credits - 5 items						
	12/13/2022	5763	Umpqua Bank	VOIDED	0.00	0.00
	12/15/2022		Deposit		41.01	41.01
	12/15/2022		Taxes from County	PY Sewer Direct Charges	1,590.70	1,631.71
	12/15/2022		Taxes from County	CY MH Sewer Direct Charges	178,694.61	180,326.32
	12/15/2022		Taxes from County	CY FC Sewer Direct Charges	320,594.34	500,920.66
Total Deposits and Credits					500,920.66	500,920.66
Total Cleared Transactions					444,360.13	444,360.13
Cleared Balance					444,360.13	1,369,751.58
Uncleared Transactions						
Checks and Payments - 7 items						
	12/13/2022	5765	Umpqua Bank		-1,236.07	-1,236.07
	12/28/2022	5768	Brelje & Race		-45,512.50	-46,748.57
	12/28/2022	5769	Food For Thought		-2,704.12	-49,452.69
	12/28/2022	5770	Superior Pool Products		-1,832.54	-51,285.23
	12/28/2022	5771	USA Bluebook		-588.67	-51,873.90
	12/28/2022	5767	AT&T		-68.96	-51,942.86
	12/28/2022	5766	Alhambra Drinking Water		-60.45	-52,003.31
Total Checks and Payments					-52,003.31	-52,003.31
Total Uncleared Transactions					-52,003.31	-52,003.31
Register Balance as of 12/31/2022					392,356.82	1,317,748.27
Ending Balance					392,356.82	1,317,748.27

Sewer Service Zone
Expense and Revenue Report
 1Sewer Checking Accounts, Period Ending 12/31/2022

Sewer "Connection" Checking

Type	Date	Num	Name	Memo	Amount	Balance
Beginning Balance						199,736.13
Cleared Balance						199,736.13
Register Balance as of 12/31/2022						199,736.13
Ending Balance						199,736.13

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

BROKERAGE ACCOUNT	DATE	Investments Total
STEWART PARTNERS	1/5/2023	\$132,264.21

SONOMA COUNTY TREASURY INVESTMENT POOL	DATE	TOTAL
	9/30/2022	\$198,776.78

COMBINED TOTAL OF INVESTMENTS **\$331,040.99**

UMPQUA BANK:

OPERATIONS CHECKING	12/31/2022	\$1,317,748.27
CONNECTION FEE CHECKING	12/31/2022	\$199,736.13 (RESTRICTED)

GRAND TOTAL **\$1,848,525.39**

BOARD CLERK SIGNATURE: x _____

BOARD CHAIR SIGNATURE x _____

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

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · SEWER INCOME				
41200 · Fstvl Dir Chrgs-frm Tax Roll CY	574,879.86	660,701.72	-85,821.86	87.01%
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	170,957.00			
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	1,188,058.62	1,152,914.06	35,144.56	103.05%
41461 · Grant Income	2,458.91			
Total Income	1,190,517.53	1,152,914.06	37,603.47	103.26%
Gross Profit	1,190,517.53	1,152,914.06	37,603.47	103.26%
Expense				
Loans				
59021 · Loan Fees	80,000.00			
59100 · Interest paid on loans				
59014 · USDA Loan 92-14-Interest Expens	35,290.00	73,000.00	-37,710.00	48.34%
59016 · USDA Loan 92-16-Interest Expens	13,815.00	29,000.00	-15,185.00	47.64%
59017 · USDA Loan 92-17-Interest Expens	3,405.75	7,000.00	-3,594.25	48.65%
59100 · Interest paid on loans - Other	51,900.00			
Total 59100 · Interest paid on loans	104,410.75	109,000.00	-4,589.25	95.79%
59101 · Principal for Budgeting Purpose				
59114 · USDA Loan 92-14-Principal	38,300.00	38,300.00	0.00	100.0%
59116 · USDA Loan 92-16-Principal	15,300.00	15,300.00	0.00	100.0%
59117 · USDA Loan 92-17- Principal	4,100.00	4,100.00	0.00	100.0%
Total 59101 · Principal for Budgeting Purpose	57,700.00	57,700.00	0.00	100.0%
Total Loans	242,110.75	166,700.00	75,410.75	145.24%
Operations & Maintenance				
54210 · Materials & Supplies	653.80	10,000.00	-9,346.20	6.54%
54220 · Machine Hire	10,900.00	10,000.00	900.00	109.0%
54230 · Maint/Repair System	8,330.57	30,000.00	-21,669.43	27.77%
54235 · Garbage+Recycled Waste Services	81.60	551.00	-469.40	14.81%
54240 · Collection Systems Maintenance	2,374.66	10,000.00	-7,625.34	23.75%
56210 · Office supplies, postage, etc.	86.85			
56211 · Office Supplies (shared)	930.02	5,220.00	-4,289.98	17.82%
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	52,475.15	110,000.00	-57,524.85	47.71%
56221 · P.G. & E. - (shared)	0.00	870.00	-870.00	0.0%
56225 · Utilities-Forestville Water	1,510.80	3,000.00	-1,489.20	50.36%
56230 · Telephone- plant useage	2,171.18	8,000.00	-5,828.82	27.14%
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	2,037.00	2,100.00	-63.00	97.0%
56236 · Vehicle Fuel Expense (shared)	0.00	1,740.00	-1,740.00	0.0%

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

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
56239 · Training	0.00	2,000.00	-2,000.00	0.0%
56240 · Other Admin costs (sewer only)	8,482.55	2,030.00	6,452.55	417.86%
56241 · Other Admin Services (shared)	189.50	2,030.00	-1,840.50	9.34%
56245 · Permit Fees	7,480.00	9,500.00	-2,020.00	78.74%
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	15,859.01	50,000.00	-34,140.99	31.72%
56702 · Lab/sample testing-Wastewater	13,035.04	25,000.00	-11,964.96	52.14%
56800 · Audit	0.00	5,000.00	-5,000.00	0.0%
56801 · Attorney Services	1,300.00	3,000.00	-1,700.00	43.33%
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	8,355.00	20,000.00	-11,645.00	41.78%
56807 · Engineering Retainer- (shared)	0.00	1,740.00	-1,740.00	0.0%
Total Operations & Maintenance	136,252.73	757,820.67	-621,567.94	17.98%
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 PEPRAs 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 Grade 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%
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	378,363.48	1,310,531.34	-932,167.86	28.87%
Net Ordinary Income	812,154.05	-157,617.28	969,771.33	-515.27%

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

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
49200 - Interest Income	98.09	2,000.00	-1,901.91	4.91%
Total Other Income	98.09	2,000.00	-1,901.91	4.91%
Net Other Income	98.09	2,000.00	-1,901.91	4.91%
Net Income	812,252.14	-155,617.28	967,869.42	-521.96%

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

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
13101 · Umpqua Sewer Operation Checking	1,317,748.27
13301 · Umpqua Connection Fee Account	199,736.13
Total Checking/Savings	1,517,484.40
Accounts Receivable	
13710 · Accounts Receivable	435,284.14
Total Accounts Receivable	435,284.14
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	2,295,518.76
Fixed Assets	
11120 · Land	5,900.00
11170 · System Improvements	162,921.42
11171 · FWD Recycled Water Fill Station	37,704.61
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	347,132.97
11187 · ProDSS Handheld Analyzer	7,689.75
11188 · SCADA System	448,422.10
11189 · Groundwater Monitoring WW Plan	51,621.02
11190 · Sewer Force Main - Covey Rd	11,498.65
Total Fixed Assets	4,586,828.21
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	6,892,152.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
22200 · Accounts Payable	-6,136.92
Total Accounts Payable	-6,136.92

	<u>Dec 31, 22</u>
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
	<hr/>
Total Other Current Liabilities	100,563.96
	<hr/>
Total Current Liabilities	94,427.04
	<hr/>
Long Term Liabilities	
25018 · Umqua Bank - Loan	2,126,700.00
	<hr/>
Total Long Term Liabilities	2,126,700.00
	<hr/>
Total Liabilities	2,221,127.04
	<hr/>
Equity	
30000 · Opening Bal Equity	3,842,914.15
30100 · Contributed Capital	260,129.97
39000 · Retained Earnings	-301,970.85
Net Income	869,952.14
	<hr/>
Total Equity	4,671,025.41
	<hr/>
TOTAL LIABILITIES & EQUITY	<u>6,892,152.45</u>



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

Date: **Tuesday, December 13, 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, Monroe, Stapleton, and Stuart.

OTHERS PRESENT: GM- Tony Lopes, Board Clerk - Dawn Leith, FWD Legal Counsel - Martin Hirsch, and FWD Engineer Consultant - Dave Coleman.

III. APPROVAL OF AGENDA

- **MOTION** made by Director Griffith, seconded by Director Stuart, and passed 3-0-2 to approve the agenda as presented.

IV. STATEMENT OF ABSTENTION: None

V. PUBLIC COMMENT: None

VI. CONSENT ITEMS:

- **MOTION** made by Director Stuart, seconded by Director Monroe, and passed 3-0-2 to approve Financial Reports for November 2022.
- **MOTION** made by Director Monroe, seconded by Director Stuart, and passed 3-0-2 to approve Minutes for November 8, 2022, Regular Board Meeting

VII. PUBLIC HEARING (No public hearing tonight)

VIII. ACTION ITEMS

A. OATH OF OFFICE

- GM Lopes sworn in Directors McDermott, Stapleton, and Stuart.

B. ELECT BOARD CHAIR AND VICE CHAIR

- **MOTION** made by Director Griffith, seconded by Director Stuart, and passed 4-0-1 to approve Nomination of Director McDermott for Chairman and Director Monroe for Vice-Chairman.

C. ACWA/JPIA DESIGNATED REPRESENTATIVE

- **MOTION** made by Director Griffith, seconded by Director Stuart, and passed 4-0-1 to approve Nomination of Director McDermott for ACWA/JPIA Designated Representative.

D. RESOLUTION 413(n)-CONTINUANCE OF TELECONFERENCING

- **MOTION** made by Director Griffith, seconded by Director Monroe, and passed 4-0-1 to approve Resolution 413 (n) as presented.

E. RESOLUTION #422 – UPDATE AUTHORIZED SIGNATURES

- **MOTION** made by Director Monroe, seconded by Director Griffith, and passed 4-0-1 to approve Resolution #422 as presented.

F. ANNUAL CONSTRUCTION CONTRACTS

- **MOTION** made by Director Griffith, seconded by Director Stuart, and passed 4-0-1 to approve the six (6) annual contracts as presented.

G. SERVICE AGREEMENT

- The Board Clerk provided the status of the new Service Agreement for owners and tenants. No action was taken by the Board.

H. DIRECTOR'S TRAINING

- The Board Clerk updated the Board of due trainings. No action was taken by the Board.

I. DISTRICT GOAL UPDATES

- The Board instructed Board Clerk to put Ordinance #61 on January's agenda.

- J. ESTABLISHING BYLAWS
 - The Board Clerk briefed the Board of the progress. No action was taken by the Board.
- K. 2018 SEWER IMPROVEMENT PROJECT
 - The Board gave instruction for the Engineer to proceed with his suggestions to resolve issues with right away easements and to include extension of purple pipe in scope of work and investigate the verbiage for the 10' line gate from Hwy 116 to Forestville Street.
- L. TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT
 - No new updates to provide. No action was taken by the Board.
- M. PRV REPLACEMENT OPTIONS
 - GM Lopes briefed the Board on Piazza's response of completing the project. No action was taken by the Board.
- N. SEWER FORCE MAIN PROJECT
 - GM and FWD Engineer brief the Board on the status of the project and less invasive approach of using ice pigging. No action was taken by the Board.
- O. EXTERNAL DISTRICT AUDIT
 - Board Clerk provided Audit schedule and reviewed process with the Board. No action was taken by the Board.
- P. NEW WATER RATE STRUCTURE
 - The Subcommittee will meet after the holidays. No action was taken by the Board.
- Q. PRELIMINARY BUDGET FY 2023-2024
 - The Subcommittee is meeting December 16, 2022. No action was taken by the Board.
- R. REVIEW OF ORDINANCES AND RESOLUTIONS
 - The Board gave instructions to move this item to the District Goal ASR until further notice.
- S. WATER METER REPLACEMENT
 - GM provided strategic plan for installation and disposal of old meters. No action was taken by the Board.
- T. RECYCLE WATER TRUCK FILL STATION
 - No new updates to provide. No action was taken by the Board.
- U. WATER CONSERVATION
 - **MOTION** made by Director Monroe, seconded by Director Stuart, and passed 4-0-1 approving to Rainwater mailer as presented.
- V. GRANTS OPPORTUNITIES
 - The Board & staff reviewed & discussed current opportunities for grants that would benefit the District for upgrades and alternate energy. No action was taken by the Board.
- W. DISTRICT'S MISSION AND VISION STATEMENTS
 - The Board discussed possible special meeting to do strategic planning.
- X. CORRESPONDENCE
 - Board instructed the Board Clerk to add Correspondence #3-LAFCO election to January 2023's agenda.
- IX. DISTRICT ENGINEER MONTHLY REPORT**
 - FWD Engineer provided current updates for "Water" and "Wastewater" projects in order as listed on Agenda and on the second round of groundwater testing at the Forestville Youth Park.
- X. GENERAL MANAGER MONTHLY REPORT**
 - GM Lopes provided current updates for "Water" and "Wastewater" operations and projects.
- XI. GRATON/FWD SUB-COMMITTEE REPORT**
 - No new updates to report. No action was taken by the Board.
- XII. DIRECTORS' REPORT AND CALL FOR FUTURE AGENDA ITEMS**
 - **MOTION** made by Director McDermott, seconded by Director Griffith, and passed 4-0-1 approving to change Feb. 14, 2023 monthly board meeting to Feb. 13, 2023.
 - Director Griffith expressed appreciation of Director McDermott's contribution to the board.

XIII. ADJOURNMENT

- **MOTION** made by Director Stuart, seconded by Director Monroe, and passed 4-0-1 to adjourn at 8:30 p.m.

APPROVED: January 10, 2023

Submitted by: _____
Dawn Leith, Board Clerk

Attest: _____
Chair of the Board of Directors

Agenda Item:

2022 CSDA BOARD CLERK CONFERENCE

Summary:

January 10, 2023:

The 2022 CSDA Board Clerk Conference was held November 7-9, 2022, in Monterey, CA. First Time & Returning Attendees opened the training with Morning Meditations to learn how to reduce stress, then partook in the Opening Keynote, "Being Extraordinary: It's An Inside Job." As a returning attendee, I was provided the option to choose seven (7) pieces of training/sessions out of fourteen (14) choices. I participated in the following:

- **Challenging Situations for Board Clerk:** Outlined my responsibilities as the Board Clerk for ensuring the elected officials follow the laws. They provided tools & resources for effectively dealing with officials' compliance and what legally can be taken to resolve if all other steps have failed for a non-compliant elected official
 - Provide the Board with workman comp handout
 - Must have policies on Harassment/Bullying, Ethics, Nepotism, Retaliation, Brown Act, Public Records, and Removal of Disruptive Participants (Elected & Public).
 - Internal district process for non-compliant: legal process and when to involve Fair Political Practices Commission.
- **Get Reacquainted with the Public Record & Recent Updates:** Provided the latest updates and a recap of the requirements of complying with requests along with how to establish & implement an internal process.
 - New updates take effect January 1, 2023
 - AB 473- recodifies and reorganizes to simplify to be more "user-friendly"
 - PRA Policy – Statutes and case law, when to broadly or narrowly construed...
 - Private owned devices cannot be shielded when used for agency business
 - Review retention policy & eliminate any missed documents or including exemption documents (e.g., Attorney/Client privilege only)
- **The Engineering of Public Records Processing:** This session went into further depth on best practices and how to legally encourage their requester to narrow the subject of their request. The speakers also introduced Electronically Stored Information and how to respond to these requests.
 - e-Discovery- legal means to obtain electronically stored information (ESI) in the course of litigation for evidentiary purposes.
 - Record retention schedule supports PRA policy
 - Update PRA policy to enact San Jose compliance policies and procedures
 - Sukumar v. San Diego – incorporate lessons learned from judgement
- **How to Create Sustainable DEI Change:** An introduction of effective ways for Special Districts to become more inclusive through diversity, equity, and inclusion (DEI).
 - CPS HR Consulting provides further in-depth training on this concept along with providing a reading list if FWD is interested in furthering growth in our district's work culture.
- **Setting up your Agency for Success:** Building Goals and Priorities: Session outline the process to effectively amend & create policies and procedures to effectively identify areas for improvement and make significant progress towards success and growth.
 - Adopt district goals
 - Goals to include - purpose/benefits, setting process, accountability/goal measurement practice, how goals can impact the agency's culture & transparency/informing the public.
 - Vision vs. Goal vs. Mission

- Core Policies and Procedures You should Have at Your District: Necessary policies & procedures were discussed in this session. The speaker provided outline on how to draft, implement & enforce core policies & procedures that will help Districts know where to amend or create new policies & procedures
 - Policies and procedures help ensure districts operate in an orderly, compliant, and efficient manner
 - Essential policies – e.g., Digital Signature, Agenda, Meeting Regular/Special, Committees
 - Social Media – Avoid Brown Act violations; Do not Make, post, or share communications between members comment or use of digital icons that express reaction to communications made by other members & don't follow each other on any social media.
 - Brown Act post AB 361 – Traditional or AB 2449
- Keeping up with the Law! (Elections, FPPC, Brown Act, etc.): Summary of new 2023 legislative laws and recommendations for compliance and board management to help stay in compliance.
 - All Votes by roll call for Remote Meetings
 - AB 361 - no longer available after February 28, 2023
 - AB 2449 – Only just cause or emergency until January 1, 2026, otherwise must comply with traditional proceedings.
 - AB 1100 – Removal of Disruptive Participants.

Potential Board Actions: May review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation: Create policies/procedures and implement DEI to the District work culture.

Report created by: Dawn Leith, Board Clerk

Agenda Item:

ORDINANCE # 61 – IMPLEMENTATION OF ENFORCEMENT

Summary:

January 10, 2023:

The FWD Staff contacted Deva Proto/County of Sonoma regarding recording a "Notice" to alert parties of Ordinance #61. We provided the example of a recorded "Notice" previously provided to FWD.

1. County generally requires notices to have an owner's signature, which The "Notice" doesn't have.
 - Deva recommended having FWD's attorney look up the code sections referenced on the attached document type, which doesn't require the owner's signature for this type of document.
2. Will a notice appear on the title report, especially if not indexed by the owner's name?
 - FWD Staff reached out to a few title companies. North Coast Title & Fidelity Title believe it will appear on the title report. Old Republic Title said it would not since the notice likely won't follow the property after the sale.
3. The Notice will not stop someone from doing construction over a certain dollar amount.
 - FWD Staff is attempting to open a line of communication with PRMD to establish a process that will allow FWD to put a "Hold" on the permit.

Obtaining current owner information.

- Assessed Owner – \$62/hr. Research Fee to provide Assessed Owner information on specific APNs. The County is currently approximately five (5) months behind inputting ownership changes, so any recent sales will not be reflected in the assessment ownership records.
- Assessor’s Office would provide a data report on specific tax rate area. The report is \$98.
- Recently recorded deeds – A Kiosk is available for FWD Staff in the Recorder’s office. The deeds don’t provide the legal owner contact information.

HISTORICAL

January 11, 2022:

Per North Bay Realtor cannot include District specific disclosure but had included the following general disclosure:

5.5. **SEWER LATERAL ORDINANCES:** The Property may be served by a sewer system that is under the jurisdiction of a Sewer District, Water District, Community Services District, or other governmental agency ("District"). Seller and Buyer are advised that many such Districts have enacted ordinances requiring that inspection/testing and repair or replacement of sewer service laterals be completed prior to any sale or other transfer of ownership of the Property. Each such ordinance has different requirements. Other governmental agencies in the County may in the future enact similar ordinances. Buyer and Seller are advised to review the language of any sewer lateral ordinance that applies to the property, and address any concerns relating to the ordinance during their negotiations of the Purchase Agreement for the sale of the property. Seller is advised to engage a qualified inspector to inspect the condition of the sewer lateral, according to the terms of the applicable ordinance and related regulations/standards, prior to entering into a Purchase Agreement for the sale of the property. Brokers and agents do not have expertise in this area and are unable to advise Buyers and Sellers regarding these ordinances, sewer lateral testing, repair or replacement, related issues, or the associated costs, which may be significant. The parties are advised to obtain the latest information regarding all such applicable ordinances, whether enacted or merely proposed, that currently affect or that might in the future affect the Property or the cost to make any changes or improvements to the property.

FWD Staff wants to move forward with recording a "Notice" with the Sonoma County Recorder’s Office. By having a notice on file title companies will contact FWD when a property has opened escrow. This is the best solution at this time to assist with customers being notified of Ordinance 61 before the closing of escrow. Currently FWD staff is checking Realtor.com weekly and attempts to contact the listing agent to disclose Ordinance 61.

Potential Board Actions:

Staff Recommendation: Work on a Notice that is acceptable for the County to record.

Report created by: Dawn Leith, Board Clerk

Title
Notice of Conveyance Restrictions

Purpose
To give notice that a governmental agency has imposed restrictions on an owner for the conveyance of real property

Requirements

1. Name of agency imposing the restriction(s)
2. Name of owner(s)*
3. Description/identification of real property
4. Signature(s) of agency and/or owner(s) giving notice
5. Signature(s) acknowledged

Fees
Free (State, County, or City), Regular (Federal)

Legal References
Govt 27281.5, 27287 (ack), 27383 (fee)

Comments
*owner of real property or the owner of a proprietary leasehold interest

Local Use	
Index	Ordinances/Opinions
Grantor = Owner(s) Grantee = Agency	

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

NAME
ADDRESS
CITY, STATE/ZIP

SAMPLE

Rev. 2015

space above this line for Recorder's use only

TITLE OF DOCUMENT

SAMPLE UNDER DEVELOPMENT

Agenda Item:

TELECONFERENCE BOARD MEETINGS (EXECUTIVE ORDER N-08-21)

Summary:

January 10, 2023:

Legal counsel to advise the Board on AB 2449 & 2647 guidelines and any other Brown Act regulations regarding public officials attending teleconferencing and options the District must provide to the public. California's State-Declared Emergency will end after February 28, 2023, which allows the Board to meet 100% teleconferencing for the February 2023's meeting under AB 361. Included is a copy of the CSDA's advisory and the draft of Resolution #413(o).

Historical

December 13, 2022- October 11, 2022:

Board will review with legal counsel to determine if the District still qualifies to continue to meet guidelines for conducting the board meetings 100% teleconferencing.

September 13, 2022:

The Centers for Disease Control (CDC) loosened guidelines on Aug. 11, 2022 (article included). CDC acknowledges that the pandemic is not over, however putting less emphasis on social distancing and eliminated the quarantine rule for unvaccinated people. CDC recommends the following ([CDC covid-guidance](#)):

- Continuing to be up to date with vaccination recommendations
- If exposed to COVID-19, wear a high-quality mask for 10 days and get tested on day 5.
- Isolate from others when positive with COVID-19 (regardless of vaccination status). Including if you are sick and suspect that you have COVID-19 but do not yet have test results.
 - If your results are positive, follow CDC's full isolation recommendations.
 - If your results are negative, you can end your isolation.
 - stay home for minimum of 5 days and isolate from others in your home. Wear a high-quality mask when you must be around others at home and in public.
- If after 5 days you are fever-free for 24 hours without the use of medication, and your symptoms are improving, or you never had symptoms, you may end isolation after day 5.
- Regardless of when you end isolation, avoid being around people who are more likely to get very sick from COVID-19 until at least day 11.
- You should wear a high-quality mask through day 10.
- If you were hospitalized) due to COVID-19 or have a weakened immune system, you need to isolate through day 10, test (health provider recommends) and consult your doctor before ending isolation.
- Clarifying that after you have ended isolation, if your COVID-19 symptoms worsen, restart your isolation at day 0.
- Testing of asymptomatic people without known exposures will no longer be recommended in most community settings.
- Emphasizing that physical distance is just one component and the important role of ventilation, when assessing the need to maintain physical distance.

Draft of Resolution #413(k) included.

May 10, 2022:

The Board will re-evaluate, under the guidance of legal, to determine if the board meetings should continue to be held 100% teleconference.

Included: Draft copy of Resolution #413(g)

October 12, 2021:

Executive N-42-20 (Water Shutoff Moratorium) - On September 24, 2021, Gov. Newsom signed SB 155, extending the suspension of shut offs until December 31, 2021.

Executive N-25-20 and N-29-20, (Conduct of Public Meetings) – Gov. Newsom did not extend but AB 361 was passed that will allow board meetings to continue via Zoom under specific conditions and requires a resolution to be approved by the Board.

A draft of Resolution #413 and ACWA Advisory on SB 155 are included.

September 14, 2021:

The Governor's Executive Order N-08-21 set forth the following Executive Orders for the conduct of public meetings (e.g., Brown Act) and shutoff moratorium are to remain in effect through September 30, 2021. As of compilation of the September Board Packet there have been no further extensions put forth.

Executive N-25-20 and N-29-20, (Conduct of Public Meetings).

Executive N-42-20 (Water Shutoff Moratorium) – prevented public agencies from discontinuing water service during the COVID-19 pandemic. Currently FWD has 50 accounts that are 60-241+ days past due, totaling \$37,254.63.

Potential Board Actions: Under legal guidance, the Board needs to determine if the February board meeting should be held 100% teleconference, approve or not approve Res. 413(o) and review/discuss how future meetings will be conducted.

Staff Recommendation:

Report created by: Dawn Leith, Board Clerk



**California Special
Districts Association**
Districts Stronger Together

cc: Jan. 10, 2023
Board Packet
ASR "C"

What to Know About Brown Act Legislation Reaching the Finish Line

By [Vanessa Gonzales](#) posted 8 days ago



In response to challenges experienced and lessons learned throughout the COVID-19 pandemic, three bills amending the Brown Act and supported by CSDA have passed the State Legislature. Governor Gavin Newsom signed Senate Bill 1100 (Cortese) last week and Assembly Bill 2647 (Levine) and Assembly Bill 2449 (Rubio) now await his consideration. AB 2449 (Rubio), related to remote meetings, is arguably the most significant Brown Act legislation to clear the Legislature since CSDA-sponsored Assembly Bill 361 (R. Rivas) was signed into law last year.

[Assembly Bill 2449 \(Rubio\)](#) establishes a new avenue for a minority of a local agency's board to meet remotely without noticing or providing public access to their remote meeting location under modified Brown Act requirements provided that the agency abides by the strict substantive and procedural requirements within the legislation. Local agencies may avail themselves of the alternative agenda posting and teleconference requirements, potentially making it easier for local agency board members to participate in a meeting remotely under certain circumstances that would've otherwise precluded that participation.

AB 2449 passed the State Senate last week on a 36-3-1 vote, proceeding next to the Assembly floor, whereupon the measure passed with a 67-2-11 vote. Having reached the engrossing and enrolling stage, the bill now awaits action by Governor Newsom. If signed, the bill would take effect at the start of 2023. The bill contains multiple sunset dates, though perhaps the most relevant is the January 1, 2026 sunset, after which time all the provisions added by AB 2449 lapse and become unavailable to local agencies.

The freedoms granted by AB 2449 may be familiar to those accustomed to holding meetings under the framework established by [Assembly Bill 361 \(R. Rivas, 2021\)](#). AB 361 remains in effect through 2023 and can still be used by local agencies during any state-declared emergency. If signed into law, the provisions of AB 2449 would provide an

entirely separate and distinct method of conducting remote meetings from that provided by AB 361. Therefore, local agencies would have the option to conduct remote meetings under the provisions of AB 2449, AB 361, or traditional Brown Act teleconference requirements. Local agencies may also choose to conduct public meetings entirely in-person under the Brown Act.

What is different about AB 2449 remote meetings?

Under the provisions of AB 2449, agencies would not be obligated to post agendas at all teleconference locations, would not be obligated to identify all teleconference locations in the meeting agendas, and would not be obligated to make each teleconference location open to the public.

However, for an agency to proceed under the procedures established by AB 2449, it must observe the requirement that *at least* a quorum of the members of the legislative body participates in-person from a singular, physical location clearly identified on the agenda, open to the public, and situated within the boundaries of the territory over which the local agency exercises jurisdiction. This stands in notable contrast to the provisions of AB 361, which contains no such requirement. Under AB 2449, it *would not be permissible* to have the *entirety* of the board participate remotely pursuant to the bill's provisions. Another departure from the AB 361 rules includes the fact that remote participation under AB 2449 must be done for specified reasons — either because of a “just cause” or as a result of “emergency circumstances.” The two cases have different requirements that must be observed and have their own unique restrictions.

The agency must also be prepared to host a robust remote meeting — under the terms of AB 2449, an agency must provide *at least* one of the following so that the public may remotely observe the meeting and provide comments:

- A two-way audiovisual platform (defined to mean an online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic function); and/or
- A two-way telephonic service *and* a live webcasting of the meeting (defined to mean a telephone service that does not require internet access, is not provided as part of a two-way audiovisual platform, and allows participants to dial a telephone number to listen and verbally participate)

Under what conditions may board members use AB 2449?

Board agency members are also *individually* tasked with observing certain requirements before they can make use of AB 2449's terms. It is incumbent upon the individual board members themselves to follow certain requirements laid out in the bill; save for some overlapping obligations, the requirements differ based on whether the member's remote participation is arising out of a “just cause” or “emergency circumstances,” as shown below:

“Just Cause”	“Emergency Circumstances”
<p>✓ The member notifies the legislative body at the earliest opportunity possible (including at the start of a regular meeting) of their need to participate remotely for “just cause,” including a general description (typically not exceeding 20 words) of the circumstances relating to their need to appear remotely at the given meeting.</p> <p>Remote participation for “just cause” reasons shall not be utilized by any member of the legislative body for more than two meetings per calendar year.</p> <p>“Just cause” means any of the following:</p> <ul style="list-style-type: none"> • A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely • A contagious illness that prevents a member from attending in person • A need related to a physical or mental disability (as defined [1][2]) not otherwise accommodated • Travel while on official business of the legislative body or another state or local agency 	<p>✓ The member requests the legislative body to allow them to participate in the meeting remotely due to “emergency circumstances” and the legislative body takes action to approve the request. The member shall make this request to participate remotely at a meeting as soon as possible. The legislative body shall request a general description (typically not exceeding 20 words) of the circumstances relating to their need to appear remotely at the given meeting.</p> <p>✓ The member shall make a separate request for each meeting in which they seek to participate remotely.</p> <p>The general description of the circumstances does not require the member to disclose any medical diagnosis or disability, or any personal medical information that is already exempt under existing law, such as the Confidentiality of Medical Information Act.</p> <p>The legislative body may take action on a request to participate remotely at the earliest opportunity. If the request does not allow sufficient time to place proposed action on such a request on the posted agenda for the meeting for which the request is made, the legislative body may take action at the beginning of the meeting in accordance with existing law.</p> <p>“Emergency circumstances” means a physical or family medical emergency that prevents a member from attending in person.</p>
<p>✓ The member shall publicly disclose at the meeting, before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individual(s).</p> <p>✓ The member shall participate through <i>both</i> audio and visual technology.</p>	

Under neither case (“just cause”/“emergency circumstances”) do AB 2449’s provisions permit any member of a legislative body to participate in meetings of the legislative body solely by teleconference from a remote location for a period of

- more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year, *or*
- more than two meetings *if the legislative body regularly meets fewer than 10 times per calendar year*

Based on the requirements that both the agency and agency board member must observe, it would be imperative that there is ample coordination taking place in advance of a meeting in order to abide by the terms of AB 2449. While some of the provisions are related to circumstances that are, by nature, difficult or impossible to anticipate, agencies can still prepare in advance for the requirements by ensuring that they operate a remote meeting system that meets all the procedural and substantive requirements of AB 2449, while also developing a means for agency board members to submit their remote meeting requests and preparing the associated recordkeeping related to tracking board member reliance on AB 2449’s provisions. Agencies would also be well-served to ensure board members are familiar with the requirements within AB 2449, particularly the requirement that the board member must participate through both audio and visual technology.

What about the other Brown Act legislation from this year?

[Senate Bill 1100 \(Cortese\)](#) – Expressly provides that a member of the public can be removed from a meeting for disruptive behavior, as defined, and provides for the process by which a local agency may effect the removal of that individual. This measure, supported by CSDA, was signed into law earlier this year.

[Assembly Bill 2647 \(Levine\)](#) – Arising out of a court case (*Sierra Watch v. Placer County*), this bill seeks to clarify that the online posting of agenda materials fulfills the Brown Act requirement that they be made “publicly available.” Local agencies relying on the bill’s provisions would still be obliged to make physical copies of the materials available at an agency location designated for that purpose, and are also subject to observing other substantive and procedural requirements. Another CSDA-supported measure, this bill has also reached the engrossing and enrolling process, and is awaiting action by the Governor.

RESOLUTION NO. 413(o) (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 FEBRUARY 1st THROUGH 28th 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 February 1, 2023 and shall be effective until the earlier of (i) February 28, 2023 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 10th day of January 2023, by the following vote:

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

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

FORESTVILLE WATER DISTRICT: _____

By: Chair of the Board

ATTEST:

Board Clerk

Agenda Item:

SERVICE AGREEMENTS

Summary:

January 10, 2023:

The new agreements will assist with transparency and obtain needed information to notify appropriate parties (e.g., regarding account status, approved ordinances/resolutions, and compliance with Prop 218.) Attached are two types of Service Agreements, Owner & Tenant. Legal Counsel has reviewed both, and the draft copies included are with amendments made by legal.

HISTORICAL:

December 13, 2022:

Drafts of new Service Agreements have been completed and submitted to legal for a final review before presenting to the Board for approval.

November 8, 2022:

Drafts of new Service Agreements have been completed and submitted to legal to do a final review before presenting to the Board for approval.

May 10, 2022:

FWD staff has completed the general outline of the new Service Agreement to submit to legal for review. The last step before submitting to legal is completing and approving the ADU policy.

April 12, 2022:

FWD Staff met to review other District's Service Agreements. After further review, the staff decided to make further changes to the current draft and once completed, that draft will be submitted to Legal Counsel for review.

March 8, 2022:

The Board will review and have discussions with FWD Legal Counsel on our current Service Agreements to make possible updates to ensure full transparency but also properly informing customers of Ordinances e.g., Ordinance 40 (owner's responsible for tenants outstanding bill), 61 (Private Sewer Lateral inspections) & soon ADUs.

Potential Board Actions:

Review, discuss and either:

1. Approve Service Agreements as presented
2. Approve with changes
3. Give further instructions to the FWD Staff

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

FORESTVILLE WATER DISTRICT SERVICE AGREEMENT
Office: (707) 887-1551 ~ Fax: (707) 887-1552 ~ Email: info@forestvillewd.com

APPLICANT INFORMATION

Customer # _____

Full Legal Name: _____ DOB: _____ DL# _____ SSN# _____

Mailing Address: *(If different from service address)* _____

Phone Number(s): _____ Email(s): _____

CO-APPLICANT INFORMATION (If applicable)

Full Legal Name: _____ DOB: _____ DL# _____ SSN# _____

Phone Number(s): _____ Email(s): _____

SERVICE INFORMATION (check all that apply) SFD Duplex Multi # of Units _____ Commercial Irrigation

Service Address: _____

APN: _____ Location #: _____ Route #: _____ Sewer Zone: _____

Date Service Begins: _____

SERVICE REQUIREMENTS:

CUSTOMER requests the DISTRICT to provide CUSTOMER with regular potable service. CUSTOMER agrees to pay promptly, when due, the regular bi-monthly service charges calculated according to resolutions and ordinances duly adopted by the Board of Directors of the Forestville Water District.

Regular bi-monthly **minimum** \$ **81.22**
(The minimum charge for 5/8" meter = 0 to 10,000 gallons for the two-month billing cycle)

CUSTOMER would like to participate in (Check all that apply)

- CUSTOMER wishes to go paperless and receive eStatements to the primary account holder's email address.
- ACH Autopay using bank account *(Customer to provide a voided check or ACH print out from bank to enroll)*

CUSTOMER SERVICE CONTRACT ACKNOWLEDMENT

I/We, the CUSTOMER, do hereby make application for the services indicated on my/our Forestville Water Service Agreement and agree to pay for the same at the current published rates on or before the due date printed on each monthly bill by one of these methods:

MAIL PAYMENT: FWD ~ PO Box 261, Forestville, CA 95436
IN PERSON: District Office ~ 6530 Mirabel Rd. Forestville
WEB PAY: www.forestvillewd.epayub.com (Convenience Fee of \$3.05 or 3%, whichever is greater)
PAY BY PHONE: (844) 785-0969
AUTOPAY: Sign up online – www.forestvillewd.epayub.com (Credit cards subject to a Convenience Fee)

I/We, the CUSTOMER understands, acknowledge, and agree to the following:

To abide by all the rules, regulations and ordinances of the DISTRICT now or hereafter adopted. For DISTRICT to be compliant with State tenant laws regarding utility services, an owner must notify DISTRICT upon converting an owner-occupied property into a rental, even if owner remains responsible for the water bill.

CUSTOMER must ensure all plumbing fixtures are turned off at the time the DISTRICT starts service. In the event the CUSTOMER fails to ensure that all plumbing fixtures are turned off at the start of service, the DISTRICT will not be responsible for any damages resulting from water activation.

If CUSTOMER fails to pay any service charge or other fees due to the DISTRICT 60 days from the due date, the DISTRICT is entitled to discontinue water service to CUSTOMER with proper notice as described in District Ordinance No. 71. If DISTRICT disconnects service due to nonpayment, CUSTOMER must pay a reconnection fee and the total balance due before service may be restored. After-hours fees may apply under Ordinance No. 71, and the DISTRICT may notify the Property Owner of tenant's delinquency and interruption of service.

CUSTOMER shall be responsible for the payment of all reasonable costs, including but not limited to attorney's fees, collection agency fees and charges, court costs, notification and mailing costs, and any other costs, fees or charges incurred by the DISTRICT if CUSTOMER fails to pay a bill on a timely basis.

The DISTRICT shall not furnish the CUSTOMER with water pressure regulating devices. The CUSTOMER is entitled to install at his/her own cost such water pressure regulating devices as are compatible with DISTRICT lines and equipment. The CUSTOMER hereby assumes the risk of all losses due to water pressure surges.

The DISTRICT shall not be liable for failure to supply service when such failure is not due to negligence on the part of the DISTRICT, or is due to the elements, fire, labor strikes, shutdowns necessary for repairs, or similar causes.

Only Forestville Water District employees are authorized to shut off the main meter. Unauthorized tampering with meters is a violation of Penal code section 498 and violators are subject to immediate disconnection, prosecution, and reimbursement to the DISTRICT for all expenses incurred. The CUSTOMER is responsible for any intentional or malicious tampering with or vandalism of meters and equipment at a service location **by the CUSTOMER or any party acting at the request of the CUSTOMER or present at the premises under license or invitation from the CUSTOMER.**

Upon signing this application, the CUSTOMER must keep the utility easement clear for utility department access. The CUSTOMER is subject to all rules and policies which are or will become the policies or ordinances of the DISTRICT, and as CUSTOMER assumes responsibility to pay for services under this Agreement.

The CUSTOMER expressly authorizes the District's employees to enter the premises at the service location at all reasonable hours to read, repair, move or remove its meters and property.

The CUSTOMER agrees to provide the employees of the DISTRICT access to the meter, equipment and/or appurtenances located on the subject property at all reasonable times for the purpose of maintenance, operation, and/or meter reading; and at all times for emergency repair. The CUSTOMER further agrees to keep the easement clear and unobstructed and shall place not structures, equipment, or improvements within the easement or in any way interfere with the operation, maintenance and /or access by the DISTRICT to said lines. The DISTRICT may, as often as it deems necessary, trim trees, remove obstructions and/or clear vegetation from all easements and adjacent areas to provide adequate clearance for said lines.

The CUSTOMER understands that if the CUSTOMER fails to provide adequate access, clearance, and protection to the DISTRICT facilities, and, after proper notice, fails to comply, the DISTRICT will disconnect service and/or apply applicable fees.

Received full copies of the following: (Check all that applies):

- Ordinance #65:** Master Fee Schedule
- Ordinance #71:** Shut-off policy for accounts 60 days late (English & Spanish)
- Ordinance #75:** Customer may be granted a leak adjustment once every 7 years
- Ordinance #78:** Water Shortage Emergency Ordinance
- Resolution #409:** Enacting emergency water restrictions during a drought
- "Caldor Fire News Release":** Turn off outdoor irrigation, roof sprinklers or hoses before evacuating due to a fire

For emergencies or leaks: The CUSTOMER must contact (707) 887-1551, in the event of any water or sewer emergencies or any repairs requiring the main meter to be shut off. If a problem arises, the CUSTOMER is required to contact the DISTRICT first. If the CUSTOMER fails to contact the DISTRICT, and the problem is later determined to be something that could have been repaired by the DISTRICT, the DISTRICT will not reimburse the CUSTOMER for expenses incurred.

Sewer Direct Charges: Please be advised that water meter readings for November/December and January/February usage are used to calculate a portion of the annual sewer service charge. If water usage during those months increases above last year's usage, such increases will appear in the sewer charge for the upcoming sewer bill. Keep this in mind when using water during the winter months. Additionally, if you experience a leak in your water system, let the staff know as soon as possible to avoid added expense.

I/We, the CUSTOMER, have read and understand the Customer Service Contract Agreement and hereby agree to abide by the terms and conditions as set forth by the DISTRICT.

Dated: _____
(Applicant's Signature)

Dated _____
(Co-Applicant's Signature)

**EACH APPLICANT MUST PROVIDE A VALID DRIVER'S LICENSE OR STATE ISSUED ID
APPLICANTS APPLYING FOR SERVICE AT RENTAL PROPERTY MUST PROVIDE A COPY OF THEIR RENTAL AGREEMENT**

Dated: _____
(Property Owner Signature)

IF OWNER HIRED A PROPERTY MANAGER, A COPY OF THE PROPERTY MANAGEMENT AGREEMENT MUST BE PROVIDED TO THE DISTRICT.

FORESTVILLE WATER DISTRICT SERVICE AGREEMENT
Office: (707) 887-1551 ~ Fax: (707) 887-1552 ~ Email: info@forestvillewd.com

APPLICANT INFORMATION

Customer # _____

Full Legal Name: _____ DOB: _____ DL# _____ SSN# _____

Mailing Address: (If different from service address) _____

Phone Number(s): _____ Email(s): _____

Previous Account with us: No Yes-Address: _____

CO-APPLICANT INFORMATION (If applicable)

Full Legal Name: _____ DOB: _____ DL# _____ SSN# _____

Phone Number(s): _____ Email(s): _____

Previous Account with us: No Yes-Address: _____ Employer: _____

SERVICE INFORMATION

Service Address: _____ APN: _____

Location #: _____ Route #: _____ Sewer Zone: _____

(check all that applies) Owner Occ Rental SFD Multi

Date Service Begins: _____

SERVICE REQUIREMENTS (check all services required):

CUSTOMER requests the DISTRICT to provide CUSTOMER with the following services at the above site:

Regular bi-monthly service

New connection

Intended Use:

Single-family Multi-family/ADU # of Units _____ Duplex Commercial

Bi-Monthly Charges.

CUSTOMER agrees to pay promptly when due the regular bi-monthly service charges calculated according to resolutions and ordinances duly adopted from by the Board of Directors of the Forestville Water District.

Regular bi-monthly **minimum** \$ **\$81.22**

(The minimum charge for 5/8" meter = 0 to 10,000 gallons for the two months billing cycle)

CUSTOMER would like to participate in (Select from the following) and may cancel at any time:

CUSTOMER wishes to go paperless and receive eStatements to the primary account holder's email address.

ACH Autopay using bank account (No Convenience Fee. Customer to provide a voided check or ACH print out from bank to enroll)

New Connection Fee:

CUSTOMER agrees to make the following payments prior to service connection:

New connection

i. Connection Permit Fee \$ _____

ii. Meter charge (5/8" meter) \$ _____

TOTAL DUE NOW: \$ 0.00

CUSTOMER SERVICE CONTRACT ACKNOWLEDGMENT

I/We, the CUSTOMER, do hereby make application for the services indicated on my/our Forestville Water Service Agreement and agree to pay for the same at the current published rates on or before the due date printed on each monthly bill by one of these methods:

MAIL PAYMENT: FWD ~ PO Box 261, Forestville, CA 95436
IN PERSON: District Office ~ 6530 Mirabel Rd. Forestville
WEB PAY: www.forestvillewd.epayub.com (Subject to a Convenience Fee of \$3.05 or 3%, whichever is greater)
PAY BY PHONE: (844) 785-0969
AUTOPAY: Sign up online – www.forestvillewd.epayub.com (Credit cards subject to a Convenience Fee)

I/We, the CUSTOMER, understand, acknowledge, and agree to the following:

To abide by all the rules, regulations and ordinances of the DISTRICT now or hereafter adopted. For DISTRICT to be compliant with State tenant laws regarding utility services, an owner must notify DISTRICT upon converting an owner-occupied property into a rental, even if owner remains responsible for the water bill.

CUSTOMER must ensure all plumbing fixtures are turned off at the time the DISTRICT starts service. In the event the CUSTOMER fails to ensure that all plumbing fixtures are turned off at the start of service, the DISTRICT will not be responsible for any damages resulting from water activation.

If CUSTOMER fails to pay any service charge or other fee due to the DISTRICT sixty (60) days from the due date, the DISTRICT is entitled to discontinue water service to CUSTOMER with proper notice as described in District Ordinance No. 71. If DISTRICT disconnects service due to nonpayment, CUSTOMER must pay a reconnection fee and the total balance due before service may be restored. After-hours fees may apply under Ordinance No. 71.

If CUSTOMER fails to pay a bill before its due date, the CUSTOMER shall be responsible for payment of all reasonable costs, including but not limited to attorney's fees, collection agency fees and charges, court costs, notification and mailing costs, and any other costs, fees or charges incurred by DISTRICT.

The DISTRICT shall not furnish the CUSTOMER with water pressure regulating devices. The CUSTOMER is entitled to install at his/her own cost such water pressure regulating devices as are compatible with DISTRICT lines and equipment. The CUSTOMER hereby assumes the risk of all losses due to water pressure surges.

The DISTRICT shall not be liable for failure to supply service when such failure is not due to negligence on the part of the DISTRICT, or is due to the elements, fire, labor strikes, shutdowns necessary for repairs, or similar causes.

Only Forestville Water District employees are authorized to shut off the main meter. Unauthorized tampering with meters is a violation of Penal code section 498 and violators are subject to immediate disconnection, prosecution, and reimbursement to the DISTRICT for all expenses incurred. The CUSTOMER is responsible for any intentional or malicious tampering with or vandalism of meters and equipment at a service location **by the CUSTOMER or any party acting at the request of the CUSTOMER or present at the premises under license or invitation from the CUSTOMER.**

Upon signing this application, the CUSTOMER must keep the utility easement clear for utility department access. The CUSTOMER is subject to all rules and policies which are or will become the policies or ordinances of the DISTRICT, and as CUSTOMER assumes responsibility to pay for services under this Agreement.

The CUSTOMER expressly authorizes the District's employees to enter the premises at the service location at all reasonable hours to read, repair, move or remove its meters and property.

The CUSTOMER agrees to provide the employees of the DISTRICT access to the meter, equipment and/or appurtenances located on the subject property at all reasonable times for the purpose of maintenance, operation, and/or meter reading; and at all times for emergency repair. The CUSTOMER further agrees to keep the easement clear and unobstructed and shall place no structures, equipment, or improvements within the easement, or in any way interfere with the operation, maintenance and/or access by the DISTRICT to said lines. The DISTRICT may, as often as it deems necessary, trim trees, remove obstructions and/or clear vegetation from all easements and adjacent areas to provide adequate clearance for said lines.

The CUSTOMER understands that if the CUSTOMER fails to provide adequate access, clearance, and protection to the DISTRICT facilities, and, after proper notice, fails to comply, the DISTRICT will disconnect service and/or apply applicable fees.

Received full copies of the following: (Check all that apply):

- Ordinance #29:** Cross-Connection Protection Requirements & Annual Backflow Testing.
- Ordinance #40:** Homeowner is responsible for payment of water bills if tenant fails to pay.
- Ordinance #61:** Private Sewer Lateral inspection are required upon sale of property or remodel cost of \$75,000 or more
- Ordinance #65:** Master Fee Schedule
- Ordinance #71:** Shut-off policy for accounts 60 days late
- Ordinance #75:** Customer may be granted a leak adjustment once every 7 years
- Ordinance #77:** Schedule of Sewer rates/connection fees (Subject to change annually)

Annual sewer direct charges are based upon four factors:

1. Annual fixed charge based on water meter size per property.
2. Annual usage charges based on water use by property during bi-monthly billing periods of November/December and January/February each year.
3. Debt service charge per property for repayment of debt from construction of sewer system.
4. High strength surcharge for commercial/industrial uses where wastewater strengths exceed threshold values for influent loading to the treatment plant.

- Ordinance #78:** Water Shortage Emergency Ordinance
- Resolution #409:** Enacting emergency water restrictions during a drought
- Resolution #421:** Charges on property under one ownership where service to more than one residential structure is requested.
- "Caldor Fire News Release":** Turn off outdoor irrigation, roof sprinklers or hoses before evacuating due to a fire

For emergencies or leaks: The CUSTOMER must contact (707) 887-1551, in the event of any water or sewer emergencies or any repairs requiring the main meter to be shut off. If a problem arises, the CUSTOMER is required to contact the DISTRICT first. If the CUSTOMER fails to contact the DISTRICT, and the problem is later determined to be something that could have been repaired by the DISTRICT, the DISTRICT will not reimburse the CUSTOMER for expenses incurred.

I/We, the CUSTOMER, have read and understand the Customer Service Contract Agreement and hereby agree to abide by the terms and conditions as set forth by the DISTRICT.

Dated: _____
(Applicant's Signature)

Dated _____
(Co-Applicant's Signature)

EACH APPLICANT MUST PROVIDE A VALID DRIVER'S LICENSE OR STATE ISSUED ID

IF OWNER HIRED A PROPERTY MANAGER, A COPY OF THE PROPERTY MANAGEMENT AGREEMENT MUST BE PROVIDED TO THE DISTRICT.

Page 3 of 3 Customer's Initials: _____

Agenda Item:

DIRECTOR'S TRAINING

Summary:

January 10, 2023:

Upcoming Mandatory Training for Directors:

- [Ethics Training](#) (Required every two years)
 - All Board Members are current until September 2023

- [ACWA/JPIA](#)
 - ✓ = Completed
 - ☪ = mandatory for Liability Coverage
 - [Brown Act Refresher & Updates](#) ☪*
 - ✓ Director Griffith
 - Director McDermott
 - Director Monroe
 - ✓ Director Stuart
 - Director Stapleton
 - ✓ GM Lopes
 - ✓ Board Clerk, Dawn Leith
 - [Public Records Act Training](#) ☪*
 - ✓ Director Griffith
 - Director McDermott
 - Director Monroe
 - ✓ Director Stuart
 - Director Stapleton
 - ✓ GM Lopes
 - ✓ Board Clerk, Dawn Leith
 - [Rules of Order Made Easy!](#)*
 - Director Griffith
 - Director McDermott
 - Director Monroe
 - Director Stuart
 - Director Stapleton
 - GM Lopes
 - ✓ Board Clerk, Dawn Leith

****Each Director is already registered for the 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. For more information on the course click on the course title.***

Upcoming Director Training/Conference Opportunities:

- Feb. 15 & 16, 9 am – CSDA 3 hrs. Virtual Workshop: [Budget Preparations for Special Districts](#) – \$200
- Feb. 24, 9 am – CSDA 4 hrs. Virtual Workshop: [Emergency Preparedness Summit 2023](#) – Free

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: Successfully complete mandatory/required training on or before date listed.

Staff Recommendation: Directors stay in compliance with State regulations and mandatory training. Attend non-mandatory training/conference as they choose.

Report created by: Dawn Leith, Board Clerk

Agenda Item:

DISTRICT GOALS UPDATES

Summary:

January 10, 2023:

Administration

- Employee Job Descriptions: 20%
- Employee Handbook: 51%
- Organization Chart: 100%
- Mirabel Lift Station Access & Land Rights:

Operations

- Water Distribution updated spreadsheets: 83%
- Lift Station VFD Electrical Upgrade:
- TSO and Grant Application for Sewer Treatment Plant:

Office

- Document Retention (archive): 16%
- Transfer Dropbox to OneDrive: 80%
- UMS update all service addresses with APN #'s: 52%
- Obtain property owner's info from Sonoma County Assessor's: 5%
- Create Public Record Act form & procedures: 12%
- New Service online application: 80%
- Will Service online application: 80%

Board

- Compilation of "Orientation" manual for new Director: 65%
- Rules Code of Conduct Policy: 5%
- Draft Minutes & ASR policy: 20%
- Legal Claims Policy: 0%
- Code of Ethics: 50%
- Communication Policy: 0%
- Standard Operating Procedures and Statements of Policy: 0%
- Social Media Policy: 10%
- Cyber Security Policy: 80%
- Digital Signature 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:

ESTABLISHING BYLAWS

Summary:

January 10, 2023:

The Sub-committee will brief the Board.

Historical:

December 13, 2022:

The drafts of Articles are still in the review process.

November 8, 2022:

All first drafts of Articles are completed and currently under review for further updates by the subcommittee.

Policies the District will need to draft to be include in the bylaws:

- Code of Ethics
- Standard Operating Procedures and Statements of Policy
- Communication Policy
- Social Media Policy
- Cyber Security Policy

October 11, 2022:

The outline of article contents and Articles 1 through 3 have been submitted to the subcommittee for review. The Board Clerk is checking for any policies the District will need to draft to include in the bylaws.

September 13, 2022:

The outline of article contents for the District's bylaws has been completed. Dawn has started compiling each content. Director Stuart will meet up with Dawn after September 16, 2022, to review.

August 9, 2022:

The Board to discuss further on how to proceed.

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.

Subcommittee: Directors McDermott & Stuart

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:

2018 SEWER IMPROVEMENT PROJECT

Summary:

January 10, 2023:

Brelje & Race continues to develop contract drawings and specifications for the combined (Project "A" and Project "B") project. Field work is being conducted to determine the level of peak flows at the elementary school to facilitate the proposed pump station sizing.

HISTORICAL:

December 13, 2022:

Board gave instruction for the Engineer to proceed with his suggestions to resolve issues with right away easements and to include extension of purple pipe in scope of work and investigate the verbiage for the 10' line gate from Hwy 116 to Forestville Street.

November 8, 2022:

The General Manager and District Engineer met with the Superintendent/Principal of the Elementary School to coordinate site survey and design activities planned for the lower elementary school site. Topographic Survey is scheduled for the week beginning October 31st.

District Engineer has received comments back from the County regarding existing encroachments into the County Easements. District Engineer will be working with the General Manager to coordinate with the associated property owners.

October 11, 2022:

GM and Engineer will update the Board and review the attached memorandum, encroachment, and easements.

September 13, 2022:

FWD Engineer has developed a preliminary sewer replacement design for the Conor Court/Packinghouse sewer that will be part of the sewer improvement project. The District received three (3) disbursement checks from the grant totaling \$154,210.00.

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.

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: May review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation: None

Forestville Water District - Agenda Summary Report



Agenda Item:

PRV REPLACEMENT OPTIONS

Summary:

January 10, 2023:

Piazza Construction has not yet re-scheduled resumption of work for the Trenton Road PRV removal or the Giusti Road PRV rehabilitation

HISTORICAL:

December 13, 2022:

GM & FWD Engineer, Coleman met with James Piazza, Nov. 10, 2022, to discuss the insertion valve process. As of December 6, 2022, Piazza Construction has not provided a continuation date.

November 8, 2022:

The contractor (Piazza Construction) has not yet rescheduled a site meeting to discuss their concerns on the valve insertion work.

October 11, 2022:

GM Lopes successfully contacted Piazza and scheduled a project meeting which Piazza postponed due to a medical issue with one of their staff members. They will reschedule soon.

September 13, 2022:

The contractor has not yet updated the anticipated construction schedule for the two change order components of the work.

August 9, 2022:

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

July 12, 2022:

Piazza Construction 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: May review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

SEWER FORCE MAIN PROJECT

Summary:

January 10, 2023:

Brelje & Race is working with District operations to develop more pump and force main design criteria.

Historical:

December 13, 2022:

GM and FWD Engineer brief the Board on the status of the project and less invasive approach of using ice pigging. No action was taken by the Board.

November 8, 2022:

District Engineer has evaluated the pump replacement options and has advised the General Manager. Lift station's sewer pumps will be pulled and tested Monday, November 11, by Bartley Pumps.

October 11, 2022:

GM Lopes is expecting proposals from Pumpman to replace the 23 HP pump at the Trenton Road lift station. GM Lopes is also working with Brelje & Race Consulting Engineers (BRCE) to confirm the proper impeller specifications before placing an order.

September 13, 2022:

Once the Covey Road pumps have been rehabilitated, additional flow testing should be performed to help determine the scope of additional improvements.

August 9, 2022:

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

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: May review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

FWD OPERATIONS AUDIT

Summary:

January 10, 2023:

Audits will be conducted February 7-8 and February 14-15.

HISTORICAL:

December 13, 2022:

FWD Staff is in the process of scheduling Core compliance to begin the ISO 9001 audits.

November 8, 2022:

Director McDermott will brief the Board of status.

October 11, 2022:

Director McDermott to update the Board with the status of obtaining quotes.

September 13, 2022:

Director McDermott has not received the 4th quote as of September 9, 2022.

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

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.

September 8-November 10, 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.

February 11-March 10, 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: The Board may review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation: None

Forestville Water District - Agenda Summary Report

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Agenda Item:

NEW WATER RATE STRUCTURE

Summary:

January 10, 2023:

Sub-committee to update the Board.

Historical:

December 13, 2022:

Brelje & Race Consultant Engineering has updated the water rate structure model and sent it to GM Lopes for the next sub-committee meeting.

November 8, 2022:

The Subcommittee met with GM Lopes on November 1, 2022, to continue discussions and modeling for the water rate structure format.

October 11, 2022:

The Subcommittee will meet November 1, 2022 @ 10 am.

September 13, 2022-August 9, 2022:

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

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.

Subcommittee: Directors McDermott & Monroe

Potential Board Actions: May review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

FISCAL YEAR 2023/2024 PRELIMINARY BUDGETS

Summary:

January 10, 2023:

The Sub-committee met on December 16, 2022, to collect and review data. GM Lopes will update the Board on the Sub-committee's requested items.

Historical:

December 13, 2022:

GM and FWD Engineer worked on the budgets' General Reserve Fund projections for the next five (5) years.

November 8, 2022:

Fiscal Year 2023/2024 Preliminary Budget Subcommittee is meeting on November 8, 2022.

October 11, 2022:

Preliminary Budget discussions need to begin for the 2023/2024 fiscal year. FWD Board may select Budget Committee members and set some meeting dates for information and data collection for the Budget Ad-HOC Committee to start discussing budget(s).

Subcommittee: Directors McDermott & Stuart

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 METER REPLACEMENT

Summary:

January 10, 2023:

GM Lopes placed the water meter order along with the automated endpoints. GM Lopes and Lead Plant Operator are working with CUSI and Beacon to begin integrating the new system. Operators are taking inventory for the exact size and quantity of box lids that will be replaced.

Historical:

December 13, 2022:

A plan of action was devised with our staff to identify the exact sizes and the meter box lid sizes needed. An initial order was placed with Badger for 750 5/8" meters. We will order a trailer storage unit to store the meters and endpoints while also containing the older meters for recycling return.

November 8, 2022:

GM Lopes will provide the Board two (2) vendor proposals for water meter replacement by Tues. November 8, 2022, via email. Water meter testimonial letter included.

October 11, 2022:

GM Lopes met with Neptune and Badger representatives to gather information and proposals to make an informed decision. Awaiting final propagation signal results for the meter equipment since Forestville Water District has poor reception.

September 13, 2022:

GM Lopes is obtaining three (3) water meter replacement proposals, including the radio read digitized system that will transmit reads directly to the new billing software. GM Lopes will also provide information on the leak adjustment totals used in the last two (2) years and a water loss calculation for the Board to have some statistics before our October 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:

RECYCLE WATER TRUCK FILL STATION

Summary:

January 10, 2023:

On December 19, 2022, the State Water Resources Control Board (SWRCB) stated that SWRCB would give final comments in early January 2023.

Historical:

December 13, 2022:

GM Lopes has received two of the five recycled contracts signed for the water truck fill station. The state still needs to provide the final approval.

November 8, 2022:

District Engineer's staff responded to the Drinking Water Department (DDW) request for information regarding the recycled water truck fill station addendum. Included are five (5) recycled water agreements GM Lopes prepared pending the DDW approval.

October 11, 2022:

Division of Drinking Water Department (DDW) representative will be meeting with Brelje & Race Consulting Engineers (BRCE) on October 11, 2022, to review the Title 22 Engineering Report Addendum to get an overview of our fill station program.

September 13, 2022:

The Recycled Water Truck Fill Station addendum is with the Division of Drinking Water Department (DDW). The District's Permit Handler was not provided an expected approval date from DDW. A contract template has been drafted in anticipation of the DDW's approval that will be used for these customers that were previously on potable water surplus before the drought.

December 14, 2021:

State Board has not provided any recent communication regarding the decision.

November 9, 2021:

As of assembly of the board packet, GM Lopes had not received any new updates from the State.

October 12, 2021:

GM Lopes still has not received any feedback from SWRCB.

September 14, 2021:

GM Lopes finalizing the Recycled Fill Station Title 22 Report addendum.

August 10, 2021:

GM Lopes had a meeting on 8/2/21 with SWRCB staff to continue discussing the necessary paperwork to implement a recycled water fill station at FWD's facility. GM Lopes will present a detailed update to the Board.

July 13, 2021:

GM Lopes has described FWD plans to add a recycle water fill station at the sewer facility to State Water Resources Control Board. An addendum will have to be composed and added to the existing NPDES permit.

June 8, 2021:

GM Lopes has been working on a program to transfer potable surplus customers (non-residential) to pick-up recycled water at our wastewater facility.

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:

January 10, 2023:

Water Conservation Efforts – GM Lopes will update the Board with the December data.

Water Conservation – The Sub-committee will provide any new updates to the Board.

Historical:

December 13, 2022:

Water Conservation Efforts – GM Lopes will update the Board with the November data and attached article.

Rainwater Capture Program – Mailer approved for Nov/Dec '22 billing.

November 8, 2022:

Water Conservation Efforts - GM Lopes will provide an update on the recent water conservation statistics for the District along with recent State Water Board regulation (alert included). The Water Conservation Subcommittee will brief the board and discuss the two (2) attached articles - ACWA (Stuart) & Press Democrat (Griffith)

Rainwater Capture Program - The Water Conservation Subcommittee will discuss the mailer insert for the Rainwater Capture program (mock-up attached) to be included in the Nov/Dec '22 billing.

October 11, 2022:

Water Conservation Efforts - GM Lopes will provide an update on the recent water conservation statistics for the District.

Rainwater Capture Program - The Water Conservation Subcommittee will update the board on the program. They will also discuss further actions the District may consider for encouraging continued conservation during the Fall & Winter seasons, along with prospective outreach to the customers.

(PD articles on the drought and an example from the City of Santa Rosa’s newsletter included)

September 13, 2022:

Water Conservation Efforts - GM Lopes will provide an update of the recent water conservation statistics for the District along with articles and alerts for the State. (6 articles/alerts included)

Rainwater Capture Program - Noelle Johnson/Gold Ridge RCD (copy of email included) will provide an overview to the Board of the options of FWD participating in a rebate program. Director Griffith will share the rainwater capture system he installed at his home (pictures included).

August 9, 2022:

MOTION made by Director Stuart, seconded by Director Aldridge, and passed 5-0-0 to approve combining action item “Rebate Program” with “Water Conservation” action item.

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

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

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.

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

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.

Subcommittee: Directors Griffith & Stuart

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:

GRANTS

Summary:

January 10, 2023:

CSDA currently has an on-demand [webinar](#) for Grant Writing and a free upcoming one hour [webinar](#) on March 28 @ 10 am.

HISTORICAL

December 13, 2022:

Board & staff reviewed & discussed current opportunities for grants that would benefit the District for upgrades and alternate energy. No action was taken by the Board.

November 8, 2022:

Director Stuart will brief the Board on the outcomes of the conversation with Noelle along with open discussion of other possible grants available (CSDA article attached).

Potential Board Actions: Review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

MISSION AND VISION STATEMENTS

Summary:

January 10, 2023:

The Board will further discuss at the meeting.

HISTORICAL

December 13, 2022:

The Board to open a discussion regarding the process of reviewing and possibly amending the District's mission and vision statements.

November 8, 2022:

The Board to open a discussion regarding the process of reviewing and possibly amending the District's mission and vision statements.

Mission Statement:

"The Forestville Water District is committed to professionally managing the precious water, sewer and recycled water resources in a reliable, efficient, environmentally friendly and cost effective manner in order to provide the finest service to our customers, both present and future."

Vision Statement:

"To maintain definitive policies and practices, including rate and fee structure that will ensure our long-term financial stability, while remaining sensitive to our customer needs;

Maintain and improve the efficiency, reliability and security of District facilities;

ensure adequate storage and distribution for our customer's current and future needs;

Sustain wastewater collection, treatment, disposal and water recycling to meet regulatory requirements and community demands while providing for a healthy natural environment;

Continue to work with other Sonoma county agencies to implement opportunities for cooperation and collaboration:

Maintain a highly qualified, motivated, environmentally conscious and innovative workforce to ensure a high performing organization and;

enhance our public information, education and outreach to ensure public awareness of issues of importance to the community that we serve."

Potential Board Actions:

FWD Board may either:

1. Refer the main motion to a Subcommittee.
2. Review, discuss and/or give further instructions to the FWD Staff.
3. Postpone until the February 2023 board meeting

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

LAFCO ELECTION

Summary:

January 10, 2023:

The Board will open discussion on the candidates running for the LAFCO Special District Representative Class II.

Potential Board Actions: May approve to vote as a District on a candidate for Special District Rep Class II.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk



Date: November 14, 2022
To: All Independent Special Districts
Subject: Election of Special District Representative Class II

Attached please find the materials associated with an election to fill the position of Special District Representative Class II Regular Member to Sonoma LAFCO for the remainder of the term ending May 2025. As a result of an earlier notification by Sonoma LAFCO to special districts, two nominations were submitted by the October 28th, 2022 deadline.

Nominations for this position were restricted to board members of ambulance, cemetery, health and hospital, pest control, recreation and parks, resource conservation, wastewater, and water districts.

All independent special districts have the right to vote in the election.

The election process requires that Sonoma LAFCO send to each district copies of the following:

1. A ballot and certification form, with voting instructions
2. All nominations received by the established deadline

All ballots should be returned to the LAFCO office by February 15, 2023. Ballots received by the deadline will be counted and the results announced within seven days.

Ballot sheet and certification may be emailed to Kassandra.Bowen@sonoma-county.org, to meet deadline requirements. However, originals must be mailed to the LAFCO office as soon as possible thereafter. The LAFCO mailing address is P.O. Box 1428, Santa Rosa, CA 95404

Please note that ballots representing a majority of the districts must be received by the deadline date for the election to be considered valid. In the event a majority of districts have not cast ballots by the deadline, Sonoma LAFCO will extend the deadline date by 60 days to allow those districts that have not returned a ballot to do so.

On behalf of the Commission, we urge your district to participate in this election for special district representation to Sonoma LAFCO and to return the ballot by the February 15th deadline.

If you have any questions or need additional information, please contact Sonoma LAFCO at 707-565-2577.

SONOMA LOCAL AGENCY FORMATION COMMISSION

BALLOT

Special District Representative Class II Term of Office Ending May 2025

1. Vote for only one candidate for Special District Representative.
2. The presiding officer or his/her designated alternate, acting on behalf of the district, must cast the district's vote by marking the space to the right of a candidate's name and then complete, sign, and date the certification.
3. Place the marked ballot sheet and certification into the envelope provided and mail to Sonoma LAFCO, P.O. Box 1428, Santa Rosa, CA 95404. Ballot sheet and certification may be emailed to Kassandra.Bowen@sonoma-county.org, to meet deadline requirements. However, originals must be mailed to the LAFCO office as soon as possible thereafter.
5. **Submit ballot and certification by Wednesday, February 15th, 2023**

VOTE

Tamara Davis, Marin Sonoma Mosquito & Vector Control _____

Rich Holmer, Sweet Water Springs Water District _____

CERTIFICATION

I certify, under penalty of perjury, that I, _____
(Print Name of Presiding Officer or Alternate)

I am the Presiding Officer of _____
(Print Name of Special District)

or his/her designated alternate, and I am authorized by my district to cast the district's vote for Special District Representative to the Local Agency Formation Commission in this election.

(Date)

(Signature)

SONOMA LOCAL AGENCY FORMATION COMMISSION

575 ADMINISTRATION DRIVE, ROOM 104A, SANTA ROSA, CA 95403
(707) 565-2577 FAX (707) 565-3778
www.sonomalafco.org

APPLICATION FOR SPECIAL DISTRICT REPRESENTATIVE (CLASS II)

This application has been designed to provide pertinent information about each candidate applying for the position of Class II Special District Representative to LAFCO. Class II districts include ambulance, cemetery, health and hospital, pest control, recreation and parks, resource conservation, wastewater, and water districts.

Please read the application carefully and type your responses or print in ink.

Date Submitted: September 22, 2022

Name: Tamara Davis

Address: 903 Hacienda Circle, Rohmert Park, CA 94928

Phone(s): 707-585-6153

Email: PhineasChapmanRP@gmail.com

Name of District You Represent: Main/Sonoma Mosquito & Vector Control District

Date of Most Current Election/Appointment: 2018

Date Term Expires: 2022

Total years with District: 20+ years

Total Years Associated with Government/ Community Service: 40+ years

List any other agencies/special Districts you have been or are currently involved with:

pls refer to attached document

List Community Service Activities including Names of Organizations and Dates of Service:

pls refer to attached document

SONOMA LOCAL AGENCY FORMATION COMMISSION

Have you attended LAFCO meetings? If yes, when?

Yes, but not recently

Please explain why you want to serve on the Sonoma Local Agency Formation Commission (LAFCO).

I have a long history of involvement in public services within Sonoma County and would like to use my experience working with LAFCO.

The Marin/Sonoma Mosquito & Vector Control District staff works in all areas of Sonoma County and the local cities. This would be helpful to me while working with LAFCO.

I have long been interested in the goals of this agency and would like to have the opportunity to participate.

From your perspective, explain the purpose of LAFCO:

LAFCO is focused on the efficient delivery of public services and the effective formation of local government.

Protecting agricultural land and open space is a priority and as someone who grew up in Sonoma County, very important to me. This also means limiting urban sprawl.

I have observed the activities of LAFCO from when I was with the city of Cotati and various groups over the years. I think I can bring an objective view point to this work.

TAMARA DAVIS

903 Hacienda Circle - Rohnert Park, CA 94928
(707) 585-6153 - phineaschapmanrp@gmail.com

OBJECTIVE

LAFCO Special District Representative (Class II)

PUBLIC SERVICE HIGHLIGHTS

- Trustee - Marin/Sonoma Mosquito and Vector Control District (Member of Executive Committee) representing County of Sonoma at-large since 2002.
 - Past President of Mosquito and Vector Control Association of California (MVCAC) Trustee Council. Eight years on Trustee Council. Currently serving on Legislative Committee & Board.
 - Second Vice-President & Trustee Representative for Coastal & Sacramento Valley Regions of the Vector Control Joint Powers Agency (VCJPA) - Board of Directors.
 - California Affiliated Risk Management Authorities (CARMA) - Board of Directors Alternate
 - Sonoma County Consolidated Oversight Board (Member)
-

PROFESSIONAL EXPERIENCE

STATE FARM INSURANCE - 34 Years of Service - Retired in 2004

Held various progressively responsible positions:

- Public Affairs Manager (focus on legislative, public policy issues, education, community outreach and media relations)
 - Fire Claims Superintendent (focus on home and business claims and claims involving litigation and also managed a litigation unit)
 - Re-inspector/Trainer (focus on reinspecting handled claims and assisting in training new claim representatives)
 - Claim Representative (handled home and business claims and a variety of disasters - hailstorms in New Mexico, Colorado and Wyoming)
 - Life Company - cash control clerk, administrative assistant
 - Auto Underwriting - assistant auto underwriter
-

PRIOR COMMUNITY INVOLVEMENT

- Goodwill Industries of the Redwood Empire - Board of Directors
- Mosquito Research Foundation - Board of Directors
- Mayor and Council Member - City of Cotati
- Corporate Council - State Conference of NAACP

- Santa Rosa Chamber of Commerce - Government Review Committee
- Alliance of North Bay Chambers of Commerce - Board of Directors
- Rohnert Park Chamber of Commerce
- Cotati Chamber of Commerce
- Sonoma State University - Ambassador for Higher Education
- Sonoma County Business Education Round Table - past president of Board of Directors
- Insurance Information Network of California - Past President of Board of Directors - member of IINC Communications Committee
- Personal Insurance Federation of California - communications and legislation committee member
- Professional Business Women of California - past Board of Directors member, Advisory Committee member
- Recipient of the 2001 Women and Industry award for Insurance and the 2001 Women and Industry Award for Community Involvement
- Leadership California - graduate
- The Association for Women in Communications - member
- Redwood Municipal Insurance Fund - Board of Directors
- Governor's School to Career Advisory Council - appointed by Governor Pete Wilson
- Sonoma County School to Career Partnership - past president and founding board member

EDUCATION

BACHELOR OF ARTS (B.A.) Sonoma State University

ASSOCIATE OF ARTS (A.A) Santa Rosa Junior College

FELLOW OF THE LIFE OFFICE MANAGEMENT ASSOCIATION (LOMA)

SONOMA LOCAL AGENCY FORMATION COMMISSION

111 SANTA ROSA AVE STE 240, SANTA ROSA, CA 95404
(707) 565-2577 www.sonomalafco.org

APPLICATION FOR SPECIAL DISTRICT REPRESENTATIVE (CLASS II)

This application has been designed to provide pertinent information about each candidate applying for the position of Class II Special District Representative to LAFCO. Class II districts include ambulance, cemetery, health and hospital, pest control, recreation and parks, resource conservation, wastewater, and water districts.

Please read the application carefully and type your responses or print in ink.

Date Submitted: October 22, 2022 _____

Name: Richard L Holmer _____

Address: PO Box 22, Villa Grande, CA 95486 _____

Phone(s): 707-865-2998, 707-327-8660 _____

Email: richandwanda@sbcglobal.net _____

Name of District You Represent: Sweetwater Springs Water District _____

Date of Most Current Election/Appointment: June, 2011 _____

Date Term Expires: Dec., 2022 _____

Total years with District: 11 years _____

Total Years Associated with Government/ Community Service: 45 years _____

List any other agencies/special Districts you have been or are currently involved with:

Sonoma LAFCO, Sept. 2016 to present _____

Creekside Wastewater Authority, 2013-2019 _____

County of Sonoma, 1972-2004 _____

List Community Service Activities including Names of Organizations and Dates of Service:

Friends of Villa Grande a 501c3 corporation formed for the benefit of the community of Villa Grande, 2015 to present

California Onsite Wastewater Association, 2003-2004 _____

Sonoma County Administrative Management Council, 1996-2004 _____

Russian River Historical Society, 1998-1999 _____

Kenwood Community Club, 1974-1978 _____



October 7, 2022

TO: Sonoma LAFCO

To Whom It May Concern:

By this letter I hereby attest that the Board of Directors of the Sweetwater Springs Water District at their October 6, 2022 Board Meeting approved a motion to nominate Sweetwater Director Richard Holmer for Class II Representative for LAFCO. Motion was made by Director Robb-Wilder, seconded by Director Lipinski, and approved by a vote of 5-0.

Sincerely,

Julie Kenny
Secretary to the Board
Sweetwater Springs Water District
(707) 869-4000

PO Box 22
Villa Grande, CA 95486

Phone 707-865-2998
E-mail
richandwanda@sbcgloabl.net

Richard L Holmer, Resume

Objective

I am applying to serve on the Board of Directors of the Local Agency Formation Commission.

Education

1964 to 1968, San Jose State University, San Jose, CA
Bachelor of Arts degree in Environmental Health Sciences

1968 to 1969, University of California, Berkeley, CA
Post graduate work in the field of Environmental Health Sciences

Work experience

1969 to 1972, County of Santa Clara, Department of Public Health: Environmental Health Specialist

1972 to 1995, County of Sonoma, Department of Health Services: Environmental Health Specialist, Land Use Specialist, Supervising Environmental Health Specialist

1995 to 2004, County of Sonoma, Permit and Resource Management Department: Operations Division Manager

2004 to present, retired

Summary of qualifications

I have extensive experience in governmental oversight of land development in Sonoma County during my tenure at the Sonoma County Department of Health Services and the Sonoma County Permit and Resource Management Department. These duties included review of projects, review of environmental impacts of projects and direct participation as a member of staff level review panels. Additionally, I gave staff input to the Planning Commission, Board of Zoning Adjustments and the Board of Supervisors. These activities provide a solid background of experience to serve effectively as a member of LAFCO.

During my ten years as a manger at the Permit and Resource Management Department, I gained considerable experience in interacting with staff members, the public and elected bodies. I feel that I have good communication skills and the ability to make effective and well thought out decisions.

In my elected position as a Board member of the Sweetwater Springs Water District (including one year as Board chair), I have gained valuable knowledge regarding the operation of a special district, the problems faced by special districts and financing issues of special districts.

Community activities

Sweetwater Springs Water District, Board member and chair, 2011 to present

Friends of Villa Grande, Board member and President, 2005 to present

Creekside Wastewater Authority, Board member, 2015 to present

California Onsite Wastewater Association, Board member, 2003-04

Sonoma County Administrative Management Council, Board member, 1996 to 2004

Russian River Historical Society, Board member, 1998-99

Agenda Item:

CORRESPONDENCE

Summary:

January 10, 2023:

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

1. CSDA – 2023 New Laws Series, Part 7
2. CSDA – OSHA’s COVID-19 Non-Emergency Regulation
3. CSDA – Special District updates on workshops & grants

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



**California Special
Districts Association**
Districts Stronger Together

2023 New Laws Series, Part 7

By [Kristin Withrow](#) posted 21 hours ago



Cannabis and Compliance: California Enacts Cannabis Protections

By: Larissa Alvarez, Law Clerk, Liebert Cassidy Whitmore

Summary of AB 2188

AB 2188 makes it unlawful for an employer to discriminate against a person upon the person's use of cannabis while away from the workplace. AB 2188 was signed into law by Governor Gavin Newsom which expands safeguards for employees to include protections for off the job cannabis use. These protections expand to hiring, termination, or any term or condition of employment. Some exceptions to these protections include pre-employment drug screening and employer-required drug screening test that has found the person to have non-psychoactive cannabis metabolites in their hair, blood, urine, or other bodily fluids, amongst others. AB 2188 goes into effect beginning on January 1, 2024.

Background

The California Fair Employment and Housing Act (FEHA) protects and safeguards the right of all persons to seek, obtain, and hold employment without discrimination, abridgment, or harassment on account of several protected statuses including race, sex, gender identity, age, religion, national origin, ancestry, disability, marital status, and sexual orientation, and age, amongst others. FEHA prohibits various forms of employment discrimination and empowers the Civil Rights Department to investigate and prosecute complaints alleging unlawful practices. Protected status can be expanded with amendments to the law.

Changes to California Law

AB 2188 expands the California Fair Employment and Housing Act to include use of cannabis as a protected status. Cannabis use is a protected status, under the law, so long as that cannabis use is away from the workplace. The Legislature declares that the intent of drug tests is to identify employees who may be impaired. Typical drug tests search for tetrahydrocannabinol (THC), the chemical compound in cannabis that can indicate impairment and cause psychoactive effects. Because most drug tests are conducted to find cannabis, the results typically only show the presence of non-psychoactive cannabis metabolite which has no correlation to impairment.

AB 2188 does not apply to specific employees including:

- Those in the building and construction trades;
- Persons hired for positions that require a federal government background investigation; or
- Applicants that require security clearance in accordance with regulations issued by the United States Department of Defense pursuant to the Code of Federal Regulations or equivalent regulations applicable to other agencies.

AB 2188 does not preempt state or federal laws requiring applicants or employees to be tested for controlled substances, including requiring applicants or employees to be tested, receiving federal funding or federal licensing-related benefits, or entering into a federal contract.

Additionally, the new law does not permit an employee to possess, be impaired by, or use, cannabis on the job. AB 2188 does not affect the rights or obligations of an employer to maintain a drug- and alcohol-free workplace.

How do Special Districts Comply?

The California Legislature suggests that due to advancements in science, “employers now have access to multiple types of tests that do not rely on the presence of non-psychoactive cannabis metabolites.” Special district employers should review and consider revising their drug and alcohol policies to ensure compliance with the provisions of AB 2188. Employers should also define what “away from the workplace” means due to the rise of remote work. It’s adamant that special districts review their current testing practices to comply with the new law and utilize a drug test that does not screen for non-psychoactive cannabis metabolites.

Take a look back at previous parts of the 2023 New Laws Series in CSDA eNews for more in-depth analyses on new laws affecting special districts.

Missed Part 1? Read it now: [LAFCO Protest Procedures](#)

Missed Part 2? Read it now: [Unpaid Water Service Bills: Where We are in 2023](#)

Missed Part 3? Read it now: [Connection Fee and Capacity Charge Requirements for Public Agencies](#)

Missed Part 4? Read it now: [Brown Act Updates on Teleconferencing, Agenda Posting, and Disruptions of Board Meetings](#)

Missed Part 5? Read it now: [California Enacts Source Control Laws to Reduce PFAS](#)

Missed Part 6? Read it now: [Address Confidentiality for Public Employees and Contractors](#)



Advocacy News

Non-Emergency Regulation

By [Kristin Withrow](#) posted yesterday



On Thursday, December 15, 2022, the Occupational Safety and Health Standards Board adopted the [COVID-19 Prevention Non-Emergency Regulation](#). Earlier in the Fall of 2022, Cal/OSHA issued its Notice of Proposed Modifications to its pending draft COVID-19 Workplace Non-Emergency (permanent) regulation governing COVID-19 safety for covered workplaces. CSDA previously joined coalition letters providing comments on the [prior draft regulation](#) and [revised regulation](#).

Special districts should review the entirety of the non-emergency regulation for a complete list of requirements. Significant provisions include but are not limited to the following:

- “Close contact” is defined by size of the workplace:
 - For indoor spaces of 400,000 or fewer cubic feet per floor, a ‘close contact’ is defined as sharing the same indoor airspace as a COVID-19 case for a cumulative total of 15 minutes over a 24-hour period, regardless the use of face coverings, during the COVID-19 case’s infectious period.
 - For indoor spaces of greater than 400,000 cubic feet per floor, a ‘close contact’ is defined as being within six feet of the COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period, regardless of the use of face coverings, during the COVID-19 case’s infectious period.
 - Distinct indoor spaces are considered as offices, suites, rooms, waiting areas, bathrooms, break or eating areas, or other spaces that are separated by floor-to-ceiling walls.
- With respect to COVID-19 testing, employers are required to make COVID-19 testing available at no cost to employees following a close contact during paid time, except for returned cases.

- For all indoor locations, employers must review California Department of Public Health (CDPH) guidance and implement measures to prevent transmission through ventilation and/or improved filtration.
- Per CDPH, [Infectious Period](#) is defined as:
 - Two days before the infected person had any symptoms through Day 10 after symptoms first appeared (or through Days 5-10 if testing negative on Day 5 or later), and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved for symptomatic infected persons or
 - Two days before the positive specimen collection date through Date 10 after positive specimen collection date (or through Days 5-10 if testing negative on Day 5 or later) after specimen collection date for their first positive COVID-19 test.
- Employers are required by law to provide and maintain a safe and healthy workplace for employees, including measures to prevent COVID-19 exposure.
 - Employers must maintain an Injury and Illness Prevention Program (IIPP) addressing COVID-19 as a workplace hazard and includes measures to improve employee training, prevent workplace transmission, and methods responding to COVID-19 cases at the workplace.

Additional significant changes between the first draft of the non-emergency regulation and the revised adopted version include:

- Face covering requirement eliminated for specific "Exposed Group" exception. (Section 3205(b)(7))
- Returned cases, as defined, are only considered returned cases for 30 days after initial onset of symptoms, instead of 90 days. This limits the applicability of the returned case exception to the no cost testing availability requirement contained elsewhere in the regulation. (Section 3205(b)(11))
- Changes to notice requirements made to account for anticipated changes to Labor Code Section 6409.6. (Section 3205(e))
- Changes to ventilation requirements which appear to make them more prescriptive. (Section 3205(h))
- Changes to reporting and recordkeeping requirements. (Section 3205(j))
- Decreased threshold to emerge from outbreak protocols, and slightly modified requirements for an employer to review its COVID-19 policies, procedures, and controls and implement changes as needed, during outbreaks. (Section 3205.1(a)(2); Section 3205.1(e))

The current ETS text, [which will be replaced](#), can be found here:

- [3205 COVID-19 Prevention](#)
- [3205.1 Multiple COVID-19 Infections and COVID-19 Outbreaks](#)
- [3205.2 Major COVID-19 Outbreaks](#)
- [3205.3 COVID-19 Prevention in Employer-Provided Housing](#)
- [3205.4 COVID-19 Prevention in Employer-Provided Transportation](#)

A redline showing changes from the Emergency Temporary Standards can be viewed [here](#).

Frequently Asked Questions regarding COVID-19 Emergency Temporary Standards and revisions to the COVID-19 Prevention Emergency Temporary Standards can be found on the [Department of Industrial Relation's Coronavirus/ETS webpage](#). In addition, fact sheets regarding isolation and quarantine and COVID-19 Model Prevention Program can be found on the website, as well.

The Office of Administrative Law (OAL) will have 30 days to complete its review and, upon approval, the new COVID-19 Prevention Non-Emergency Regulation will remain in effect for two years for most provisions. The Emergency Temporary Standard will remain in effect during the OAL review process.

Importantly, the non-emergency standard does not include a requirement that employers provide exclusion pay, as was required under the ETS. However, there is significant interest from the standards board to reintroduce this requirement in the future. Standards board members are pushing staff to develop an "infectious disease regulation" to take the place of the COVID-19 regulation when it expires in two years, and expressed a desire that exclusion pay should be included in that regulation. Staff confirmed at the December 15 meeting that exclusion pay is included in the draft. CSDA and its coalition partners will continue to monitor this issue.

Permalink

<https://www.csdanet.net/blogs/kristin-withrow1/2022/12/19/calosha-adopts-covid-19-prevention>



Special Districts Eligible for Clean California Local Grant Program

By [Kristin Withrow](#) posted yesterday

On Tuesday, December 13, 2022, the California Department of Transportation (Caltrans) hosted a workshop discussing updated guidelines and timelines for Cycle 2 of the Clean California Local Grant Program for local communities to beautify and improve local streets and roads, parks, pathways, tribal lands, and transit centers. Applications for grants of up to \$5 million each in Cycle 2 of the program are due in April 2023.

The goals of the Clean California Local Grant Program (CCLGP) are to reduce the amount of waste and debris within public rights-of-ways and other public spaces; enhance, restore, rehabilitate, or install measures to beautify and improve public spaces; enhance public health, community placemaking, and cultural connection by improving public spaces; and advance equity.

Legislative and Budgetary Background

The 2022-23 State Budget package included nearly \$1.1 billion over a three-year period for the Clean California Initiative. Of this total spending package, \$296 million over two of those years has been included for this new competitive program – Clean California Local Grant Program – to be administered by Caltrans to support local litter abatement and beautification projects. According to [Caltrans' Clean California Local Grant Program Guideline](#), all projects for Cycle 1 must be completed and all funds expended by June 30, 2024.

In its first cycle (Cycle 1), Caltrans asked for projects in December 2021. In Cycle 1, a little over 100 projects were rewarded with funds for projects they had applied for out of 329 applicants. Each grant award cannot exceed \$5 million with no minimum award and there is no limitation to the amount of applications each eligible applicant can apply for. Eligible applicants include a local or regional public agency (special districts included), transit agency, or a federally recognized tribal government.

Cycle 2 of CCLGP

Caltrans began working on Cycle 2 of the CCLGP in the winter of 2022 and held its first workshop on program guide updates on November 3, 2022. The first workshop was recorded and the presentation can be watched [here](#) in conjunction with the [slideshow](#) Caltrans had presented with. The Budget for Cycle 1 was approximately \$100 million in available grant funding with most projects being awarded \$3 million or less. Still, each applicable project can have a maximum of \$5 million and entities are not limited to one application.

During the second Cycle 2 workshop conducted December 13, 2022, Caltrans provided updates on participant engagement, a recap of workshop #1, and changes made to the guidelines based on stakeholder engagement and updates to guidelines for new topics.

With respect to key changes to the guidelines based on stakeholder engagement, the area median income data has been updated along with more flexibility on how “surrounding the project site” is defined. The current proposal states that the census tracts must be located within a half mile of the perimeter of the project site.

Project Application and Award Process for Cycle 2

The application packet for each eligible entity is submitted online through Smartsheets. Roughly 81 percent of Workshop #2 participants were unfamiliar with Smartsheets, however, it is not necessary to have a license with Smartsheets to apply and application materials must be submitted online through the program. Additionally, updated application instructions and resources can be found on the [CCLGP website](#). Applications are due April 2023, however, no specific date in April has been provided at this time.

Each application package is reviewed by multi-disciplinary teams and scored using a standard scoring methodology and rubric. Scored applications will be compiled with projects receiving the highest score being submitted to the Secretary of the California State Transportation Agency for concurrence. Awarded projects will be announced in August and September 2023 via the CCLGP website and email and will begin the restricted grant agreement. A copy of the grant will be on the website and the grant agreement process takes approximately six months to execute.

For payments to process, primary use of an item must meet program goals and be consistent with grant scope and budget. Indirect cost rates must be approved by Caltrans. If indirect cost rates are not approved, the eligible applicant can submit an application to Caltrans’ Internal Auditor’s Office and the approval letter must be included in the executed grant agreement project.

Note that competitive procurement procedures must be used for sub-contracts and that a grant recipient is/would be fully responsible for all and any work performed by its sub-recipients, consultants, and sub-consultants.

Timeline Moving Forward

Caltrans announced that there will be three workshops on how to complete an application held January through March 2023 following a call for projects in January. As stated, applications are due April 2023 and the project completion date is June 2026.

The recorded meeting and presentation of Workshop #2 will be posted on the CCLGP website this week and the CCLGP team will continue finalizing guidelines and develop additional FAQs and application instructions. Should you have questions, you can email the CCLGP team at CleanCA.LocalGrant@dot.ca.gov.

Permalink

<https://www.csda.net/blogs/kristin-withrow1/2022/12/19/special-districts-eligible-for-local-grant>

Agenda Item:

General Manager Lopes Water and Sewer Operations Report for December 2022

Summary:

January 10, 2023:

Water Operations:

USA Checks: 10

Water Work Orders: 19

Water meter reads were completed on 12/26-12/29. I and 2 operators started on the holiday to miss the rain that came, so 8 of the 13 routes were completed before it got messy. All billing was sent out on time and all the rereads and work order checks were completed.

Performed 2 leak adjustments already, as we had 3 big customer leaks located during these reads.

FWD received 12.1 inches of rain in December and already have 3.25 inches through January 5 with more to come in the next 10 days.

During the storm on 1/4/23 an operator and I went through all our district streets to assist in keeping the rain culverts clear.

We have a water customer that we retail billing for SCWA that needs assistance in determining all water flow through the meter. We may have them add another meter to confirm usage into their property.

Sewer Operations:

We have received lots more influent into facility now that the ground is saturated. We have turned up the filters to attempt to stay ahead of the influent levels in the ponds. By the night of the meeting, we will have a better understanding of our status.

We closed the valve that brings sewer flow from Steelhead beach to ensure we are not processing flood waters.

Also confirmed with customer on the river to that they shut off their power to not receive flow from them if they flood. My staff and I have been monitoring the lift stations continuously to ensure that there are no leaks on the walls so that flood flows don't get delivered to our facility.

Our staff removed a tree root that had entered a sewer manhole on the FUSD campus. To ensure the employee safety, I opened a confined space entry permit and used our air replacement system. I then had our staff check all the other 57 sewer manholes in our system to confirm that there are no other issues.

Engineer Coleman came out during the rainstorm to confirm flow from the Conor Court manholes.

We ordered sodium bisulfite for the recycled water creek discharge that is inevitable if the rain persists.

Recycled Water:

I contacted Food for Thought to remind them that our FWD board asked them to connect to our recycled system since they were given a refund on their sewer direct charges. They said the proposal to do the work has kept them from starting the project.

I have been working with RH & Sons to attempt to assist FUSD in determining their irrigation system so they can use recycled water in 2023. This not only would save FUSD money, but also will be more responsible by not using potable water for irrigation.

Received all the recycled water training paperwork from the users.

Sent the vineyards their recycled water agriculture reports for 2022.

Cory and I rerouted the recycled water pumps on 12/13 during wintertime so that we can have a 40 HP high pressure pump off which will save energy and money.

Been in contact with GCSD regarding our district's recycled water storage space during the rainy season.

We will have sent 11-acre feet of recycled water offsite to the pond by 1/9/23.

District Staff:

We have continued our staff safety meeting lunches.

FWD is still down 1 operator who is on FMLA, but that employee has continued to work on call every 3 weeks which has saved our staff.

I gave our newest board director Ryan Stapleton a map and sewer facility tour on 12/14/22. Welcome aboard.

I want to thank Matt, Brad & Steve who all reached out with storm info and were willing to help.

I want to thank Cory and John for all they have done through this storm so far, it's been difficult, but we have a great staff.

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:

January 10, 2023:

The Subcommittee will update the Board.

HISTORICAL:

December 13, 2022:

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

November 8, 2022:

GM updated the Board on the progress with the test run of the recycle intertie.

September 13, 2022:

Sub-Committee met on Aug. 23, 2022, to further discuss the recycled water pipeline agreement between the two districts.

Aug. 9, 2022:

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

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

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk