



PO Box 261  
Forestville, CA 95436-0261  
Phone (707) 887-1551 Fax (707) 887-1552  
[www.forestvillewd.com](http://www.forestvillewd.com) [info@forestvillewd.com](mailto:info@forestvillewd.com)

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

Date: **Tuesday, December 13, 2022** 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 November 2022
2. Minutes for November 8, 2022, Regular Board Meeting

**VII. PUBLIC HEARING** (No public hearing tonight)

**VIII. ACTION ITEMS**

- A. OATH OF OFFICE
- B. ELECT BOARD CHAIR AND VICE CHAIR
- C. ACWA/JPIA DESIGNATED REPRESENTATIVE
- D. RESOLUTION 413(n)-CONTINUANCE OF TELECONFERENCING
- E. RESOLUTION #422 – UPDATE AUTHORIZED SIGNATURES
- F. ANNUAL CONSTRUCTION CONTRACTS
- G. SERVICE AGREEMENTS
- H. DIRECTOR'S TRAINING
- I. DISTRICT GOAL UPDATES
- J. ESTABLISHING BYLAWS
- K. 2018 SEWER IMPROVEMENT PROJECT
- L. TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT

- M. PRV REPLACEMENT OPTIONS
- N. SEWER FORCE MAIN PROJECT
- O. EXTERNAL DISTRICT AUDIT
- P. NEW WATER RATE STRUCTURE
- Q. PRELIMINARY BUDGET FY 2023-2024
- R. REVIEW OF ORDINANCES AND RESOLUTIONS
- S. WATER METER REPLACEMENT
- T. RECYCLE WATER TRUCK FILL STATION
- U. WATER CONSERVATION
- V. GRANTS OPPORTUNITIES
- W. DISTRICT'S MISSION AND VISION STATEMENTS
- X. 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(l), the Nov. 8, 2022, Board of Supervisors Meeting will be facilitated using virtual format with listening and participation available through Zoom.*

***Forestville Water District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access and/or participate in District Board meetings, to please contact the District office at (707) 887-1551 or [info@forestvillewd.com](mailto: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 2<sup>nd</sup> 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](mailto: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: Dec. 13, 2022  
Board Packet  
VI. Consent Item #1

## Water Operation Checking, Period Ending 11/30/2022

Type	Date	Num	Name	Memo	Amount	Balance
<b>Beginning Balance</b>						<b>684,169.26</b>
<b>Cleared Transactions</b>						
<b>Checks and Payments - 60 items</b>						
Membership	10/31/2022	15706	ACWA	2023 Annual Membership Dues	-9,735.00	-9,735.00
Web/Internet	10/31/2022	15714	Request IT	Monthly licenses and security	-1,770.00	-11,505.00
Various	10/31/2022	15708	Brelje & Race	Various Water Projects	-1,632.50	-13,137.50
Health/Dental	10/31/2022	15710	Humana Insurance Co.	Nov '22 Coverage	-1,531.54	-14,669.04
Translations	10/31/2022	15713	Reliable Translations	Water Shut off policy - to Spanish	-345.28	-15,014.32
Telephone	10/31/2022	15715	Verizon Wireless	Cell Service charges (9/5-10/4)	-291.04	-15,305.36
Uniforms	10/31/2022	15711	John H. Southard	Reimbursement - Uniform (Boots)	-148.91	-15,454.27
Utilities	10/31/2022	ACH	PG&E	District Office	-106.47	-15,560.74
Other Admin	10/31/2022	15716	Wizix Technology Group, Inc.	Contract charge - copies	-95.33	-15,656.07
Maint/Repair	10/31/2022	15709	Canyon Rock Co., Inc.	Mirabel Rd Repair	-80.75	-15,736.82
Other Admin	10/31/2022	15707	Becoming Independent	Secured Document Shredding	-80.00	-15,816.82
Health/Dental	11/01/2022	ACH	CalPERS Health Insurance	Nov 2022 Health Insurance	-11,442.45	-27,259.27
Payroll	11/01/2022	15717	CDTFA	Oct '22 Payroll Deduction	-1,024.67	-28,283.94
Web/Internet	11/01/2022	15718	Streamline	Website hosting and compliance	-200.00	-28,483.94
Merch Fee	11/02/2022	ACH	Bankcard	Bluefin Merchant Fee	-100.00	-28,583.94
Attorney	11/08/2022	15723	Perry Law	Legal Services (FY '22-'23)	-1,325.00	-29,908.94
Web/Internet	11/08/2022	15720	Airespring	Internet Service (Nov charges)	-598.99	-30,507.93
Vision	11/08/2022	15719	ACWA/Joint Powers Insuranc	December '22 Vision	-161.10	-30,669.03
Lab Testing	11/08/2022	15721	B & R Laboratories, Inc.	Lab testing services for Oct '22	-152.00	-30,821.03
Gar/Rec Serv	11/08/2022	15724	Recology Sonoma Marin	Garbage & Recycled Service for Oct '22	-132.48	-30,953.51
Payroll	11/09/2022	E-pay	Umpqua Bank	Fed Payroll Tax PP #23 (10/23-11/5)	-6,332.76	-37,286.27
Payroll	11/09/2022	ACH	Tony D Lopes	PP #23 (10/23-11/5)	-4,544.75	-41,831.02
CalPERS	11/09/2022	ACH	CalPERS	PP #23 (10/23-11/5) CalPERS Ret Contrib	-3,268.21	-45,099.23
Payroll	11/09/2022	ACH	Rodrick A Wheeler	PP #23 (10/23-11/5)	-2,845.28	-47,944.51
Payroll	11/09/2022	ACH	Cory M. Ipsen	PP #23 (10/23-11/5)	-2,555.52	-50,500.03
Payroll	11/09/2022	ACH	John H Southard	PP #23 (10/23-11/5)	-2,498.34	-52,998.37
Payroll	11/09/2022	ACH	Dawn M. Colen-Leith	PP #23 (10/23-11/5)	-2,258.77	-55,257.14
Payroll	11/09/2022	ACH	Gwen M Taylor	PP #23 (10/23-11/5)	-1,537.01	-56,794.15
Payroll	11/09/2022	E-pay	CA EDD	State Payroll Tax PP #23 (10/23-11/5)	-1,501.54	-58,295.69
Payroll	11/09/2022	ACH	CalPERS	CalPERS PEPRA (Employee)	-848.72	-59,144.41
Payroll	11/09/2022	ACH	CalPERS	Employee 457 Contributions	-580.00	-59,724.41
Payroll	11/09/2022	ACH	CalPERS	CalPERS 457 Employee Loan Repayment	-295.00	-60,019.41
Merch Fee	11/09/2022	ACH	Umpqua Bank	Merchant Fees	-83.85	-60,103.26
Fuel	11/15/2022	ACH	Robinson Oil	autopay-fuel	-664.28	-60,767.54
Membership	11/17/2022	15732	CSDA	Annual 2023 Dues Membership	-8,186.00	-68,953.54
Various	11/17/2022	15730	Umpqua Bank	CC statement 10/31/22	-2,062.92	-71,016.46
Water Meter R	11/17/2022	15733	Continental Utility Solutions, I	UMS.Net AMI interface - Badger	-1,000.00	-72,016.46
Office Supplies	11/17/2022	15726	Continental Utility Solutions, I	Inv# U32607 Billing supplies	-382.58	-72,399.04
Telephone	11/17/2022	15727	Graybar Financial Serv	Office phones lease Contract	-276.18	-72,675.22
Training	11/17/2022	15729	Steve Griffith	Reimburse-Food/drinks ('22 SDLA conf)	-104.78	-72,780.00
A/R	11/17/2022	1260	Water A/R	NSF check Sept/Oct '22 (S#2729)	-81.22	-72,861.22
Other Admin	11/17/2022	15725	Becoming Independent	Secured Document Shredding	-80.00	-72,941.22

# Forestville Water District Expense and Revenue Report

## Water Operation Checking, Period Ending 11/30/2022

Bk Serv Chrg	11/22/2022	Umpqua Bank	analysis activity	-194.08	-73,135.30
Payroll	11/23/2022	E-pay Umpqua Bank	Fed Payroll Tax PP #23 (10/23-11/5)	-6,217.64	-79,352.94
Payroll	11/23/2022	ACH Tony D Lopes	PP #23 (10/23-11/5)	-4,544.74	-83,897.68
CalPERS	11/23/2022	ACH CalPERS	PP #23 (10/23-11/5) CalPERS Ret Contrib	-3,234.29	-87,131.97
Payroll	11/23/2022	ACH Rodrick A Wheeler	PP #23 (10/23-11/5)	-2,989.02	-90,120.99
Payroll	11/23/2022	ACH John H Southard	PP #23 (10/23-11/5)	-2,779.21	-92,900.20
Payroll	11/23/2022	ACH Cory M. Ipsen	PP #23 (10/23-11/5)	-2,480.79	-95,380.99
Payroll	11/23/2022	ACH Dawn M. Colen-Leith	PP #23 (10/23-11/5)	-2,123.36	-97,504.35
Payroll	11/23/2022	ACH Gwen M Taylor	PP #23 (10/23-11/5)	-1,537.00	-99,041.35
Payroll	11/23/2022	E-pay CA EDD	State Payroll Tax PP #23 (10/23-11/5)	-1,485.87	-100,527.22
Payroll	11/23/2022	ACH CalPERS	CalPERS PEPRA (Employee)	-865.21	-101,392.43
Payroll	11/23/2022	ACH CalPERS	Employee 457 Contributions	-580.00	-101,972.43
Payroll	11/23/2022	ACH CalPERS	CalPERS 457 Employee Loan Repayment	-295.00	-102,267.43
A/R	11/30/2022	1269 Water A/R	NSF check Sept/Oct '22 (S#2762)	-660.00	-102,927.43
Fuel	11/30/2022	ACH Robinson Oil	autopay - Fuel	-402.43	-103,329.86
A/R	11/30/2022	1268 Water A/R	Adjustment - glitch in UMS	-162.44	-103,492.30
Sewer Ops	11/30/2022	Trans Sewer Ops	Umpqua deposited into wrong acct	-150.00	-103,642.30
A/R	11/30/2022	1271 Water A/R	Draft ACH Autopay-rejected (S#2763)	-81.22	-103,723.52
and Payments		Total Checks and Payments		-103,723.52	-103,723.52
Credits - 55 items		<b>Deposits and Credits - 55 items</b>			
A/R	09/16/2022	Water A/R		614.45	614.45
A/R	09/21/2022	Water A/R		626.67	1,241.12
A/R	09/22/2022	Water A/R		835.15	2,076.27
A/R	09/26/2022	Water A/R		695.02	2,771.29
A/R	09/30/2022	Water A/R		342.00	3,113.29
A/R	10/05/2022	Water A/R		751.00	3,864.29
A/R	10/12/2022	Water A/R		170.00	4,034.29
A/R	10/31/2022	Water A/R		136.99	4,171.28
A/R	11/03/2022	Water A/R		782.47	4,953.75
A/R	11/07/2022	Water A/R		162.44	5,116.19
A/R	11/07/2022	Water A/R		212.66	5,328.85
A/R	11/07/2022	Water A/R		282.65	5,611.50
A/R	11/07/2022	Water A/R		590.87	6,202.37
A/R	11/08/2022	Water A/R		55.63	6,258.00
A/R	11/08/2022	Water A/R		1,051.59	7,309.59
A/R	11/08/2022	Water A/R		40,404.45	47,714.04
A/R	11/09/2022	Water A/R		573.49	48,287.53
A/R	11/10/2022	Water A/R		81.22	48,368.75
A/R	11/10/2022	Water A/R		274.78	48,643.53
A/R	11/15/2022	Water A/R		97.46	48,740.99
A/R	11/15/2022	Water A/R		253.66	48,994.65
A/R	11/15/2022	Water A/R		259.90	49,254.55
A/R	11/15/2022	Water A/R		292.65	49,547.20
A/R	11/15/2022	Water A/R		497.07	50,044.27
A/R	11/16/2022	Water A/R		113.72	50,157.99
A/R	11/16/2022	Water A/R		369.35	50,527.34



# Forestville Water District Expense and Revenue Report

## Water Operation Checking, Period Ending 11/30/2022

A/R	11/16/2022	Water A/R	1,823.86	52,351.20
A/R	11/16/2022	Water A/R	34,052.58	86,403.78
A/R	11/17/2022	Water A/R	1,508.06	87,911.84
A/R	11/17/2022	Water A/R	8,868.74	96,780.58
A/R	11/22/2022	Water A/R	73.92	96,854.50
A/R	11/22/2022	Water A/R	276.16	97,130.66
A/R	11/22/2022	Water A/R	296.67	97,427.33
A/R	11/22/2022	Water A/R	619.86	98,047.19
A/R	11/22/2022	Water A/R	807.02	98,854.21
A/R	11/22/2022	Water A/R	925.51	99,779.72
A/R	11/22/2022	Water A/R	5,739.83	105,519.55
A/R	11/22/2022	Water A/R	18,249.36	123,768.91
A/R	11/23/2022	Water A/R	162.44	123,931.35
A/R	11/23/2022	Water A/R	370.95	124,302.30
A/R	11/23/2022	Water A/R	23,186.72	147,489.02
A/R	11/27/2022	Water A/R	1,064.45	148,553.47
A/R	11/28/2022	Water A/R	81.22	148,634.69
A/R	11/28/2022	Water A/R	180.81	148,815.50
A/R	11/28/2022	Water A/R	292.40	149,107.90
A/R	11/28/2022	Water A/R	352.10	149,460.00
A/R	11/28/2022	Water A/R	700.18	150,160.18
A/R	11/28/2022	Water A/R	851.42	151,011.60
A/R	11/28/2022	Water A/R	1,020.65	152,032.25
A/R	11/28/2022	Water A/R	1,306.26	153,338.51
A/R	11/28/2022	Water A/R	9,729.96	163,068.47
A/R	11/28/2022	Water A/R	12,770.36	175,838.83
	11/29/2022	Deposit Sewer Ops Umpqua deposited into wrong acct-PSL	150.00	175,988.83
A/R	11/30/2022	Water A/R	4,304.71	180,293.54
A/R	11/30/2022	Water A/R	20,860.00	201,153.54
and Credits		Total Deposits and Credits	201,153.54	201,153.54
		Total Cleared Transactions	97,430.02	97,430.02
Cleared Balance			97,430.02	781,599.28
<b>Uncleared Transactions</b>				
Payments - 4 items		<b>Checks and Payments - 4 items</b>		
Accu-Bore	11/27/2019	14931 Accu-Bore	-50.00	-50.00
Ideal Hardware	11/08/2022	15722 Ideal Hardware	-32.52	-82.52
CWA	11/17/2022	15728 SCWA	-33,029.82	-33,112.34
Verizon Wirele	11/17/2022	15731 Verizon Wireless	-291.04	-33,403.38
and Payments		Total Checks and Payments	-33,403.38	-33,403.38
Credits - 6 items		<b>Deposits and Credits - 6 items</b>		
A/R	11/29/2022	Water A/R	253.66	253.66
A/R	11/29/2022	Water A/R	673.27	926.93
A/R	11/29/2022	Water A/R	1,150.10	2,077.03
A/R	11/30/2022	Water A/R	150.00	2,227.03
A/R	11/30/2022	Water A/R	216.00	2,443.03
A/R	11/30/2022	Water A/R	554.70	2,997.73

# Forestville Water District Expense and Revenue Report

## Water Operation Checking, Period Ending 11/30/2022

and Credits		2,997.73	2,997.73
	Total Deposits and Credits	2,997.73	2,997.73
	Total Uncleared Transactions	-30,405.65	-30,405.65
Register Balance as of 11/30/2022		67,024.37	751,193.63
<b>New Transactions</b>			
Payments - 25 items	<b>Checks and Payments - 25 items</b>		
Health Insuran	12/01/2022 ACH CalPERS Health Insurance	Dec 2022 Health Insurance	-11,442.45
Request IT	12/01/2022 15738 Request IT	Monthly licenses and security	-1,770.00
Insurance Co.	12/01/2022 15736 Humana Insurance Co.	Dec '22 Coverage	-1,531.54
TFA	12/01/2022 15741 CDTFA		-1,024.68
& Race	12/01/2022 15734 Brelje & Race		-822.50
PG&E	12/01/2022 ACH PG&E	District Office	-314.40
line	12/01/2022 15739 Streamline	Website hosting and compliance	-200.00
Group, Inc.	12/01/2022 15740 Wizix Technology Group, Inc.	Contract charge - copies	-167.64
of Commerce	12/01/2022 15735 Forestville Chamber of Comrr	2023 Annual Non-Profit Membership Dues	-75.00
Ideal Hardwar	12/01/2022 15737 Ideal Hardware	Nov '22 Various charges	-57.47
Umpqua Bank	12/07/2022 E-pay Umpqua Bank	Fed Payroll Tax PP #25 (11/20-12/3)	-6,175.72
D Lopes	12/07/2022 ACH Tony D Lopes	PP #25 (11/20-12/3)	-4,544.75
CalPERS	12/07/2022 ACH CalPERS	PP #25 (11/20-12/3) CalPERS Retirement Cor	-3,198.10
M. Ipsen	12/07/2022 ACH Cory M. Ipsen	PP #25 (11/20-12/3)	-3,054.97
H Southard	12/07/2022 ACH John H Southard	PP #25 (11/20-12/3)	-2,547.26
Colen-Leith	12/07/2022 ACH Dawn M. Colen-Leith	PP #25 (11/20-12/3)	-1,829.12
A Wheeler	12/07/2022 ACH Rodrick A Wheeler	PP #25 (11/20-12/3)	-1,787.93
M. Ipsen	12/07/2022 ACH Cory M. Ipsen	PP #25 (11/20-12/3)	-1,586.04
M Taylor	12/07/2022 ACH Gwen M Taylor	PP #25 (11/20-12/3)	-1,537.00
Development I	12/07/2022 E-pay CA Employment Developmen	State Payroll Tax PP #25 (11/20-12/3)	-1,379.28
CalPERS	12/07/2022 ACH CalPERS	1373679084	-753.96
CalPERS	12/07/2022 ACH CalPERS		-580.00
Umpqua Bank	12/07/2022 E-pay Umpqua Bank	94-1518734 QB Tracking # 1650527478	-478.12
CalPERS	12/07/2022 ACH CalPERS	1373679084	-295.00
Development I	12/07/2022 E-pay CA Employment Developmen	499-0852-8 QB Tracking # 1650482478	-89.70
and Payments	Total Checks and Payments	-47,242.63	-47,242.63
Credits - 6 items	<b>Deposits and Credits - 6 items</b>		
A/R	12/01/2022 S#2765 Water A/R		516.18
A/R	12/01/2022 S#2757 Water A/R		1,139.22
A/R	12/02/2022 S#2766 Water A/R		452.09
A/R	12/03/2022 S#2767 Water A/R		454.45
A/R	12/07/2022 S#2769 Water A/R		326.00
A/R	12/07/2022 S#2769 Water A/R		1,803.20
and Credits	Total Deposits and Credits	4,691.14	4,691.14
	Total New Transactions	-42,551.49	-42,551.49
<b>Ending Balance</b>		<b>24,472.88</b>	<b>708,642.14</b>

**FORESTVILLE WATER DISTRICT**  
**"WATER" OPERATIONS**  
**SCHEDULE OF CASH & INVESTMENTS**  
**NOVEMBER 2022**

BROKERAGE ACCOUNT	DATE	Investments Total
STEWARD PARTNERS	12/6/2022	\$596,720.00

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

COMBINED TOTAL OF INVESTMENTS **\$1,343,758.65**

<b>UMPQUA BANK:</b>		
OPERATIONS CHECKING	11/30/2022	<u><b>\$751,193.63</b></u>

GRAND TOTAL **\$2,094,952.28**

BOARD CLERK SIGNATURE:      x \_\_\_\_\_

BOARD CHAIR SIGNATURE      x \_\_\_\_\_

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

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · Water Sales</b>				
<b>RECYCLED WATER ACCOUNTS</b>				
<b>41800 · Recycled Water</b>	21,332.83	33,132.64	-11,799.81	64.39%
<b>Total RECYCLED WATER ACCOUNTS</b>	21,332.83	33,132.64	-11,799.81	64.39%
<b>41000R · Sales Allowance &amp; Adjustment</b>	-4,299.75			
<b>41100 · Residential</b>	384,885.70			
<b>41700 · Other</b>	2,907.81			
<b>41700.1 · Outside Sales</b>	11,204.74			
<b>41000 · Water Sales - Other</b>	0.00	1,177,565.08	-1,177,565.08	0.0%
<b>Total 41000 · Water Sales</b>	416,031.33	1,210,697.72	-794,666.39	34.36%
<b>42000 · Water Service</b>				
<b>42100 · Fire Protection</b>	848.00			
<b>42302 · Meters</b>	885.00			
<b>Total 42000 · Water Service</b>	1,733.00			
<b>49000 · Non-Operating</b>				
<b>49100 · Re-Connect Fees-Late Pay Chrgs</b>	5,080.00			
<b>49200 · Interest</b>	82.23	6,114.36	-6,032.13	1.35%
<b>49300 · Taxes &amp; Assessments</b>	193,874.00	179,311.13	14,562.87	108.12%
<b>49521 · Home Owners Property Tax Relief</b>	834.00			
<b>49600 · Other</b>	15.00			
<b>49650 · Connection Fees</b>	24,689.00			
<b>Total 49000 · Non-Operating</b>	224,574.23	185,425.49	39,148.74	121.11%
<b>Total Income</b>	642,338.56	1,396,123.21	-753,784.65	46.01%
<b>Cost of Goods Sold</b>				
<b>Purchased Water From SCWA</b>				
<b>51300 · Purchased Water</b>	118,798.13	447,960.82	-329,162.69	26.52%
<b>51310 · Aquaduct Fund</b>	35,668.68			
<b>51320 · Cotati Intertie</b>	1,184.00	3,729.60	-2,545.60	31.75%
<b>Total Purchased Water From SCWA</b>	155,650.81	451,690.42	-296,039.61	34.46%
<b>Total COGS</b>	155,650.81	451,690.42	-296,039.61	34.46%
<b>Gross Profit</b>	486,687.75	944,432.79	-457,745.04	51.53%
<b>Expense</b>				
<b>Employee Benefits</b>				
<b>56350 · Unemployment Insurance</b>	24.42	2,400.00	-2,375.58	1.02%
<b>56400 · Health &amp; Dental Insurance</b>	58,424.76	134,000.00	-75,575.24	43.6%
<b>56450 · Vision Care Insurance</b>	805.50	2,000.00	-1,194.50	40.28%
<b>56500 · Social Security &amp; Medicare</b>	19,521.57	44,000.00	-24,478.43	44.37%
<b>56501 · CalPERS for Classic</b>	88,351.48	46,500.00	41,851.48	190.0%
<b>56505 · CalPERS for PEPR employees</b>	9,311.59	50,500.00	-41,188.41	18.44%
<b>Total Employee Benefits</b>	176,439.32	279,400.00	-102,960.68	63.15%
<b>Operations &amp; Maintenance</b>				
<b>54120 · Labor (RRU)</b>	0.00	0.00	0.00	0.0%
<b>54210 · Materials &amp; Supplies</b>	3,137.35	13,000.00	-9,862.65	24.13%
<b>54220 · Machine Hire</b>	0.00	20,000.00	-20,000.00	0.0%
<b>54230 · Maintenance &amp; Repair</b>	27,318.77	25,000.00	2,318.77	109.28%
<b>54235 · Garbage+Recycled Waste Service</b>	529.92	1,900.00	-1,370.08	27.89%
<b>56210 · Office Supplies</b>	3,513.86	18,000.00	-14,486.14	19.52%
<b>56211 · Bank Service Charges</b>	1,276.84	3,100.00	-1,823.16	41.19%
<b>56212 · Uniforms</b>	418.69	2,000.00	-1,581.31	20.94%
<b>56213 · Merchant Fees</b>	1,314.48	4,000.00	-2,685.52	32.86%

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

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
56214 · Web/Internet Expenses (shared)	12,841.93			
56220 · PG&E	1,245.94	3,000.00	-1,754.06	41.53%
56221 · Sewer Direct Charges - Annual	1,115.96	1,500.00	-384.04	74.4%
56231 · Telephone	2,957.89	7,000.00	-4,042.11	42.26%
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)	4,828.92	6,000.00	-1,171.08	80.48%
56239 · Training	4,105.80	5,000.00	-894.20	82.12%
56240 · Other Administrative Expenses	1,884.07	7,000.00	-5,115.93	26.92%
56241 · Other Admin Services (shared)	1,236.38	7,000.00	-5,763.62	17.66%
56242 · Membership Dues (include LAFCO)	20,478.04	18,000.00	2,478.04	113.77%
56243 · Election	0.00	4,000.00	-4,000.00	0.0%
56245 · Permit Fees	0.00	3,000.00	-3,000.00	0.0%
56246 · Consulting-Office Tech/Support	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%
<b>Total 56300 · Comp &amp; Liability Insurance</b>	<b>31,991.44</b>	<b>37,000.00</b>	<b>-5,008.56</b>	<b>86.46%</b>
56702 · Lab Testing- Water Analysis	798.00	2,600.00	-1,802.00	30.69%
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	4,900.00	10,000.00	-5,100.00	49.0%
56804 · Truck Expense	267.72	10,000.00	-9,732.28	2.68%
56806 · Engineer-specific water issues	1,222.50	15,000.00	-13,777.50	8.15%
56807 · Engineer	2,000.00	6,000.00	-4,000.00	33.33%
56810 · Recycled Water Chrgs to FWD SSZ	0.00	35,000.00	-35,000.00	0.0%
<b>Total Operations &amp; Maintenance</b>	<b>130,754.78</b>	<b>294,900.00</b>	<b>-164,145.22</b>	<b>44.34%</b>
<b>Salaries &amp; Wages</b>				
54100 · Management (Salaries)				
54100.9 · General Manager Salary	63,253.34	140,759.61	-77,506.27	44.94%
<b>Total 54100 · Management (Salaries)</b>	<b>63,253.34</b>	<b>140,759.61</b>	<b>-77,506.27</b>	<b>44.94%</b>
54104 · Administration PTO				
54104.1 · Vacation	4,190.48			
54104.2 · Sick Pay	1,175.32			
<b>Total 54104 · Administration PTO</b>	<b>5,365.80</b>			
54105 · Operations PTO				
54105.1 · Vacation - LPO	7,674.52			
54105.2 · Sick Pay - LPO	250.10			
54105.4 · Vacation - Operator	6,462.14			
54105.5 · Sick Pay - Operator	3,752.48			
54105.6 · Comp Time - Operator	2,472.66			
<b>Total 54105 · Operations PTO</b>	<b>20,611.90</b>			
54106 · Lead Plant Operator Salary				
54106.1 · Lead Plant Op Overtime Pay	4,014.11	9,000.00	-4,985.89	44.6%
54106.2 · Lead Plant Op Standby Pay	3,821.82	6,000.00	-2,178.18	63.7%
54106.3 · Holiday Pay Grade III	1,000.40			
54106.4 · LPO- Bi Wk hourly	34,925.98	103,063.95	-68,137.97	33.89%
54106 · Lead Plant Operator Salary - Other	0.00	0.00	0.00	0.0%
<b>Total 54106 · Lead Plant Operator Salary</b>	<b>43,762.31</b>	<b>118,063.95</b>	<b>-74,301.64</b>	<b>37.07%</b>
54107 · Water/Sewer Grade 2 Op Salary				
54107.1 · Water/Sewer Grade 2 Op Overtime	899.87	8,000.00	-7,100.13	11.25%
54107.2 · Water/Sewer Grade 2 Op Standby	4,161.67	6,000.00	-1,838.33	69.36%

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

	<b>Jul - Nov 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
54107.3 · Holiday Pay-Grade II Operator	1,241.10			
54107.4 · Grade II Operator- Bi Wk Hourly	29,752.92	85,629.14	-55,876.22	34.75%
54107 · Water/Sewer Grade 2 Op Salary - Other	0.00	0.00	0.00	0.0%
<b>Total 54107 · Water/Sewer Grade 2 Op Salary</b>	<b>36,055.56</b>	<b>99,629.14</b>	<b>-63,573.58</b>	<b>36.19%</b>
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	4,085.63	6,000.00	-1,914.37	68.09%
54109.3 · Holiday Pay - Grade II (#2)	831.20			
54109.4 · Comp Time Paid Out (#2)	207.80			
54109 · Water/Sewer Grade 2 Op Salary 2 - Other	27,942.12	85,220.05	-57,277.93	32.79%
<b>Total 54109 · Water/Sewer Grade 2 Op Salary 2</b>	<b>33,066.75</b>	<b>99,220.05</b>	<b>-66,153.30</b>	<b>33.33%</b>
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	1,564.30			
54111 · Office Admin Salary	21,412.16	62,743.44	-41,331.28	34.13%
54110 · Office Admin/Board Clerk Salary - Other	28,956.41	64,858.80	-35,902.39	44.65%
<b>Total 54110 · Office Admin/Board Clerk Salary</b>	<b>53,333.17</b>	<b>127,602.24</b>	<b>-74,269.07</b>	<b>41.8%</b>
54999 · Merit Salary Increase	0.00	5,214.15	-5,214.15	0.0%
<b>Total Salaries &amp; Wages</b>	<b>255,448.83</b>	<b>590,489.14</b>	<b>-335,040.31</b>	<b>43.26%</b>
54115 · Comp Time Cashed In	2,805.02			
54116 · - Vacation Paid-Out	692.60			
54118 · Employee Reimbursement	299.51			
<b>Total Expense</b>	<b>566,440.06</b>	<b>1,164,789.14</b>	<b>-598,349.08</b>	<b>48.63%</b>
<b>Net Ordinary Income</b>	<b>-79,752.31</b>	<b>-220,356.35</b>	<b>140,604.04</b>	<b>36.19%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
56805 · Reimbursement from Sewer	0.00	421,100.67	-421,100.67	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>421,100.67</b>	<b>-421,100.67</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>421,100.67</b>	<b>-421,100.67</b>	<b>0.0%</b>
<b>Net Income</b>	<b>-79,752.31</b>	<b>200,744.32</b>	<b>-280,496.63</b>	<b>-39.73%</b>

**Forestville Water District**  
**Balance Sheet**  
As of November 30, 2022

	Nov 30, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
13102 · Umpqua Bank Operation Checking	751,193.63
13400 · Imprest Cash	75.00
<b>Total Checking/Savings</b>	751,268.63
<b>Accounts Receivable</b>	
13710 · A/R - Utility Services	19,139.98
13750 · Miscellaneous Receivables	1,177.80
13800 · Allowance for Uncollectibles	-2,071.29
13900 · Property Taxes	161,538.45
<b>Total Accounts Receivable</b>	179,784.94
<b>Other Current Assets</b>	
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
<b>Total Other Current Assets</b>	1,427,774.91
<b>Total Current Assets</b>	2,358,828.48
<b>Fixed Assets</b>	
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	295,668.77
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
<b>Total Fixed Assets</b>	1,095,859.51
<b>TOTAL ASSETS</b>	<b>3,454,687.99</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
22200 · Accounts Payable	-18,184.81
<b>Total Accounts Payable</b>	-18,184.81
<b>Other Current Liabilities</b>	
22600 · Customer Deposits	250.00
22803 · Audit Adj-accounts payable	16,658.00

	<b>Nov 30, 22</b>
<b>22900 · Payroll Liabilities</b>	
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	2,564.82
<b>Total 22900 · Payroll Liabilities</b>	<b>2,521.61</b>
22910 · Accrued Vacation	23,527.00
22912 · Employee Benefits Payable	-75.54
23500 · Due to "Sewer"-shared cost back	32,874.65
<b>Total Other Current Liabilities</b>	<b>75,755.72</b>
<b>Total Current Liabilities</b>	<b>57,570.91</b>
<b>Long Term Liabilities</b>	
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
<b>Total 26000 · GASB 68 Pension Liability</b>	<b>364,641.00</b>
<b>Total Long Term Liabilities</b>	<b>364,641.00</b>
<b>Total Liabilities</b>	<b>422,211.91</b>
<b>Equity</b>	
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	-79,752.31
<b>Total Equity</b>	<b>3,032,476.08</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,454,687.99</b>



**Sewer Service Zone**  
**Expense and Revenue Report**  
**Sewer Checking Accounts, Period Ending 11/30/2022**

**Sewer "Operations" Checking**

Type	Date	Num	Name	Memo	Amount	Balance
<b>Beginning Balance</b>						<b>958,019.49</b>
<b>Cleared Transactions</b>						
<b>Checks and Payments - 19 items</b>						
Various	10/31/2022	5738	Brelje & Race	Various Sewer	-18,698.75	-18,698.75
Mach Hire	10/31/2022	5739	Pall Corporation	Annual service inspection of filter system	-7,540.00	-26,238.75
Chemicals	10/31/2022	5740	Univar USA Inc.	chemicals (SOD Hypo 12.5%)	-3,259.34	-29,498.09
Repair/Maint	10/31/2022	5736	Aspect Engineering Group	SCADA repair	-460.00	-29,958.09
Telephone-plant	10/31/2022	5737	AT&T	SSZ monitor monthly telephone charges	-68.96	-30,027.05
Material/Supp	10/31/2022	5735	Alhambra Drinking Water	Equipment Rental	-9.99	-30,037.04
Repair/Maint	11/08/2022	5741	Bartley Pump, PM LLC	Repair pumps	-2,191.23	-32,228.27
Repair/Maint	11/08/2022	5746	Air Technology West	Sewer repair	-1,969.10	-34,197.37
Lab/SUPS Testi	11/08/2022	5742	Brelje and Race Laboratories,	Lab testing services for October 2022	-1,932.00	-36,129.37
Lab/SUPS Testi	11/08/2022	5745	USA Bluebook	Lab sample testing	-491.93	-36,621.30
Attorney	11/08/2022	5744	Perry Law	Legal Services FY '22-'23	-175.00	-36,796.30
Various	11/16/2022	5750	Umpqua Bank	CC Statement ending date 10/31/22	-1,128.96	-37,925.26
Repair/Maint	11/16/2022	5748	Bartley Pump, PM LLC	Repair pumps	-874.96	-38,800.22
Telephone-plant	11/16/2022	5747	AT&T	SSZ monitor monthly telephone charges	-68.99	-38,869.21
Utilities	11/17/2022	ACH	PG&E	Sewer plant	-8,691.62	-47,560.83
Utilities	11/17/2022	ACH	PG&E	Lift station electricity	-1,034.54	-48,595.37
Utilities	11/17/2022	5751	Power Industries, Inc.	super FML-2 11oz spray can	-64.70	-48,660.07
Utilities	11/17/2022	ACH	PG&E	Covey Bldg electricity	-0.22	-48,660.29
Utilities	11/22/2022	ACH	Forestville Water District	Sept/Oct '22 Water Service	-503.60	-49,163.89
Total Checks and Payments					<b>-49,163.89</b>	<b>-49,163.89</b>
<b>Deposits and Credits - 4 items</b>						
	09/20/2022	Cash	Deposit	Review of PSL Inspection Video	75.00	75.00
	11/01/2022	Cash	Deposit	Review of PSL Inspection Video	75.00	150.00
	11/16/2022		Deposit	AT&T credit	13.85	163.85
	11/22/2022		Deposit	Grant Reimbursement	16,372.00	16,535.85
Total Deposits and Credits					<b>16,535.85</b>	<b>16,535.85</b>
Total Cleared Transactions					<b>-32,628.04</b>	<b>-32,628.04</b>
Cleared Balance					<b>-32,628.04</b>	<b>925,391.45</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
	11/08/2022	5743	Ideal Hardware, Inc.	Charges for Oct '22	-16.25	-16.25
	11/16/2022	5749	Sonoma County Water Agenc	Sewer collection system maint. (7/22-9/22)	-2,374.66	-2,390.91
Total Checks and Payments					<b>-2,390.91</b>	<b>-2,390.91</b>
Total Uncleared Transactions					<b>-2,390.91</b>	<b>-2,390.91</b>
Register Balance as of 11/30/2022					<b>-35,018.95</b>	<b>923,000.54</b>
<b>New Transactions</b>						
<b>Checks and Payments - 6 items</b>						
	12/01/2022	5753	Brelje & Race		-22,106.25	-22,106.25
	12/01/2022	5756	Univar USA Inc.	chemicals (SOD Hypo 12.5%)	-2,607.47	-24,713.72
	12/01/2022	5754	Bull Dog Electric	work at Sewer plant	-250.00	-24,963.72

**Sewer Service Zone**  
**Expense and Revenue Report**  
**Sewer Checking Accounts, Period Ending 11/30/2022**

12/01/2022	5752 Alhambra Drinking Water	Equipment Rental + water		-98.92	-25,062.64
12/01/2022	5755 Republic Services		8383	-48.60	-25,111.24
12/01/2022	5757 Ideal Hardware, Inc.	Charges for Nov '22		-39.04	-25,150.28
	Total Checks and Payments			-25,150.28	-25,150.28
	Total New Transactions			-25,150.28	-25,150.28
<b>Ending Balance</b>				<b>-60,169.23</b>	<b>897,850.26</b>

**Sewer "Connection" Checking**

Type	Date	Num	Name	Memo	Amount	Balance
<b>Beginning Balance</b>						<b>199,736.13</b>
Cleared Balance						199,736.13
Register Balance as of 11/30/2022						199,736.13
<b>Ending Balance</b>						<b>199,736.13</b>

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

BROKERAGE ACCOUNT	DATE	Investments Total
STEWART PARTNERS	12/6/2022	\$133,707.00

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

COMBINED TOTAL OF INVESTMENTS **\$332,483.78**

**UMPQUA BANK:**

OPERATIONS CHECKING	11/30/2022	<b>\$923,000.54</b>
CONNECTION FEE CHECKING	11/30/2022	<b><u>\$199,736.13</u></b> (RESTRICTED)

GRAND TOTAL **\$1,455,220.45**

BOARD CLERK SIGNATURE:      x \_\_\_\_\_

BOARD CHAIR SIGNATURE      x \_\_\_\_\_

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

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · SEWER INCOME</b>				
41200 · Fstvl Dir Chrgs-frm Tax Roll CY	577,583.98	660,701.72	-83,117.74	87.42%
41250 · MH Dir Chrgs-from Tax Roll CY	338,945.38	348,289.22	-9,343.84	97.32%
41300 · El Molino HS Dir Chrgs-CY	47,281.02	52,626.88	-5,345.86	89.84%
41350 · Fvl Elem School-Dir Chrgs CY	28,410.08	31,245.18	-2,835.10	90.93%
41400 · SoCo Pub Wks-Dir Chrgs CY	1,861.88	2,261.20	-399.32	82.34%
41450 · Steelhead Beach Direct Charges	18,544.60	18,211.20	333.40	101.83%
41452 · Fstvl Fire Protect-CY Dir Chgs	6,062.84	5,380.10	682.74	112.69%
41453 · FWD Direct Charges/Office Bldg	1,115.96	1,065.92	50.04	104.7%
41460 · Miscellaneous Income	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%
<b>Total 41000 · SEWER INCOME</b>	<b>1,190,762.74</b>	<b>1,152,914.06</b>	<b>37,848.68</b>	<b>103.28%</b>
41461 · Grant Income	2,458.91			
<b>Total Income</b>	<b>1,193,221.65</b>	<b>1,152,914.06</b>	<b>40,307.59</b>	<b>103.5%</b>
<b>Gross Profit</b>	<b>1,193,221.65</b>	<b>1,152,914.06</b>	<b>40,307.59</b>	<b>103.5%</b>
<b>Expense</b>				
<b>Loans</b>				
<b>59100 · Interest paid on loans</b>				
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%
<b>Total 59100 · Interest paid on loans</b>	<b>52,510.75</b>	<b>109,000.00</b>	<b>-56,489.25</b>	<b>48.18%</b>
<b>59101 · Principal for Budgeting Purpose</b>				
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%
<b>Total 59101 · Principal for Budgeting Purpose</b>	<b>57,700.00</b>	<b>57,700.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total Loans</b>	<b>110,210.75</b>	<b>166,700.00</b>	<b>-56,489.25</b>	<b>66.11%</b>
<b>Operations &amp; Maintenance</b>				
54210 · Materials & Supplies	294.99	10,000.00	-9,705.01	2.95%
54220 · Machine Hire	10,900.00	10,000.00	900.00	109.0%
54230 · Maint/Repair System	8,241.65	30,000.00	-21,758.35	27.47%
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)	897.27	5,220.00	-4,322.73	17.19%
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	41,975.51	110,000.00	-68,024.49	38.16%
56221 · P.G. & E. - (shared)	0.00	870.00	-870.00	0.0%
56225 · Utilities-Forestville Water	1,007.20	3,000.00	-1,992.80	33.57%
56230 · Telephone- plant useage	2,047.22	8,000.00	-5,952.78	25.59%
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%
56239 · Training	0.00	2,000.00	-2,000.00	0.0%
56240 · Other Admin costs (sewer only)	554.98	2,030.00	-1,475.02	27.34%

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

	<b>Jul - Nov 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
56241 · Other Admin Services (shared)	151.60	2,030.00	-1,878.40	7.47%
56245 · Permit Fees	0.00	9,500.00	-9,500.00	0.0%
56246 · Consulting-Sewer Tech/Support	0.00	2,900.00	-2,900.00	0.0%
56301 · Insurance- Liabil/Prop (shared)	0.00	7,250.00	-7,250.00	0.0%
56302 · Insurance-Workers' Comp(shared)	0.00	3,480.00	-3,480.00	0.0%
56701 · Chemicals	13,967.77	50,000.00	-36,032.23	27.94%
56702 · Lab/sample testing-Wastewater	9,388.26	25,000.00	-15,611.74	37.55%
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	6,975.00	20,000.00	-13,025.00	34.88%
56807 · Engineering Retainer- (shared)	0.00	1,740.00	-1,740.00	0.0%
<b>Total Operations &amp; Maintenance</b>	<b>102,281.56</b>	<b>757,820.67</b>	<b>-655,539.11</b>	<b>13.5%</b>
<b>PAYROLL and BENEFITS</b>				
<b>Employee Benefits</b>				
56350 · Unemployment - (shared)	0.00	696.00	-696.00	0.0%
56400 · Health/Dental - (shared)	0.00	38,860.00	-38,860.00	0.0%
56450 · Vision Care Insurance-(shared)	0.00	580.00	-580.00	0.0%
56500 · Social Security - (shared)	0.00	12,760.00	-12,760.00	0.0%
56504 · General Manager @ 50% Sewer	0.00	15,286.00	-15,286.00	0.0%
56505 · CalPERS for PEPRA employees	0.00	12,327.00	-12,327.00	0.0%
56506 · Lead Plant Op @ 100% Sewer	0.00	22,387.00	-22,387.00	0.0%
<b>Total Employee Benefits</b>	<b>0.00</b>	<b>102,896.00</b>	<b>-102,896.00</b>	<b>0.0%</b>
<b>Salaries &amp; Wages</b>				
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%
<b>Total 54106 · Lead Plant Operator Salary</b>	<b>0.00</b>	<b>118,063.95</b>	<b>-118,063.95</b>	<b>0.0%</b>
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%
<b>Total 54107 · Water/Sewer Grade 2 Op Salary</b>	<b>0.00</b>	<b>28,892.45</b>	<b>-28,892.45</b>	<b>0.0%</b>
54109 · Water/Sewer Grade 2 Op 2 Salary				
54109.1 · Water/Sewer Grade 2 Op 2 OT	0.00	2,320.00	-2,320.00	0.0%
54109.2 · Water/Sewer Grde 2 Op 2 Standby	0.00	1,740.00	-1,740.00	0.0%
54109 · Water/Sewer Grade 2 Op 2 Salary - Other	0.00	24,713.81	-24,713.81	0.0%
<b>Total 54109 · Water/Sewer Grade 2 Op 2 Salary</b>	<b>0.00</b>	<b>28,773.81</b>	<b>-28,773.81</b>	<b>0.0%</b>
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%
<b>Total Salaries &amp; Wages</b>	<b>0.00</b>	<b>283,114.67</b>	<b>-283,114.67</b>	<b>0.0%</b>
<b>Total PAYROLL and BENEFITS</b>	<b>0.00</b>	<b>386,010.67</b>	<b>-386,010.67</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>212,492.31</b>	<b>1,310,531.34</b>	<b>-1,098,039.03</b>	<b>16.21%</b>
<b>Net Ordinary Income</b>	<b>980,729.34</b>	<b>-157,617.28</b>	<b>1,138,346.62</b>	<b>-622.22%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
49200 · Interest Income	57.08	2,000.00	-1,942.92	2.85%

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

Total Other Income  
 Net Other Income  
 Net Income

Jul - Nov 22	Budget	\$ Over Budget	% of Budget
57.08	2,000.00	-1,942.92	2.85%
57.08	2,000.00	-1,942.92	2.85%
<b>980,786.42</b>	<b>-155,617.28</b>	<b>1,136,403.70</b>	<b>-630.26%</b>

**Sewer Service Zone**  
**Balance Sheet**  
As of November 30, 2022

	Nov 30, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
13101 · Umpqua Sewer Operation Checking	923,000.54
13301 · Umpqua Connection Fee Account	199,736.13
<b>Total Checking/Savings</b>	1,122,736.67
<b>Accounts Receivable</b>	
13710 · Accounts Receivable	936,163.79
<b>Total Accounts Receivable</b>	936,163.79
<b>Other Current Assets</b>	
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
<b>Total Other Current Assets</b>	342,750.22
<b>Total Current Assets</b>	2,401,650.68
<b>Fixed Assets</b>	
11120 · Land	5,900.00
11170 · System Improvements	162,921.42
11171 · FWD Recycled Water Fill Station	36,229.61
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
<b>Total 11181 · Plant Equipment</b>	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	304,350.47
11187 · ProDSS Handheld Analyzer	7,689.75
11188 · SCADA System	447,789.60
11189 · Groundwater Monitoring WW Plan	51,621.02
11190 · Sewer Force Main - Covey Rd	11,498.65
<b>Total Fixed Assets</b>	4,541,938.21
<b>Other Assets</b>	
13720 · Multiple Unit Note Receivables	
13720.2 · Note Receivable - Coffey	9,805.48
<b>Total 13720 · Multiple Unit Note Receivables</b>	9,805.48
<b>Total Other Assets</b>	9,805.48
<b>TOTAL ASSETS</b>	<b>6,953,394.37</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
22200 · Accounts Payable	18,470.72
<b>Total Accounts Payable</b>	18,470.72

---

	<u>Nov 30, 22</u>
<b>Other Current Liabilities</b>	
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/>
<b>Total Other Current Liabilities</b>	100,563.96
	<hr/>
<b>Total Current Liabilities</b>	119,034.68
	<hr/>
<b>Long Term Liabilities</b>	
25014 · USDA Loan #92-01	1,336,800.00
25016 · USDA Loan #92-03	522,800.00
25017 · USDA Loan #92-04	135,200.00
	<hr/>
<b>Total Long Term Liabilities</b>	1,994,800.00
	<hr/>
<b>Total Liabilities</b>	2,113,834.68
	<hr/>
<b>Equity</b>	
30000 · Opening Bal Equity	3,842,914.15
30100 · Contributed Capital	260,129.97
39000 · Retained Earnings	-301,970.85
Net Income	1,038,486.42
	<hr/>
<b>Total Equity</b>	4,839,559.69
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,953,394.37</b>
	<hr/> <hr/>





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

cc: Dec. 13, 2022  
Board Packet  
VI. Consent Item #2

Date: **Tuesday, November 8, 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: Aldridge, Griffith, McDermott, Monroe, 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 Aldridge, seconded by Director Stuart, and passed 4-0-1 to approve

**IV. STATEMENT OF ABSTENTION:** None

**V. PUBLIC COMMENT:** None

**VI. CONSENT ITEMS:**

- **MOTION** made by Director Griffith, seconded by Director Aldridge, and passed 4-0-1 to approve Financial Reports for October 2022.
- **MOTION** made by Director Monroe, seconded by Director Aldridge, and passed 4-0-1 to approve Minutes for October 11, 2022, Regular Board Meeting

**VII. PUBLIC HEARING** (No public hearing tonight)

**VIII. ACTION ITEMS**

A. RESOLUTION 413(m)-CONTINUANCE OF TELECONFERENCING

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

B. BOARD DIRECTOR APPOINTMENT

- **MOTION** made by Director Griffith, seconded by Director Stuart, and passed 4-0-1 to approve the subcommittee's recommendation.

C. SERVICE AGREEMENT

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

D. DIRECTOR'S TRAINING

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

E. DISTRICT GOAL UPDATES

- The Board Clerk briefed the Board of the status on current projects. No action was taken by the Board.

F. ESTABLISHING BYLAWS

- The Board Clerk briefed the Board of the progress. No action was taken by the Board.

G. 2018 SEWER IMPROVEMENT PROJECT

- GM and FWD Engineer briefed the Board on the status for the Conor Court/Packinghouse and Forestville Elementary School's sewer lines. No action was taken by the Board.

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

- No new updates to provide. No action was taken by the Board.

I. PRV REPLACEMENT OPTIONS

- GM Lopes briefed the Board on Piazza's response of completing the project. No action was taken by the Board.

- J. SEWER FORCE MAIN PROJECT
  - GM and FWD Engineer brief the Board on the status of the project. No action was taken by the Board.
- K. EXTERNAL DISTRICT AUDIT
  - No new updates to provide. No action was taken by the Board.
- L. NEW WATER RATE STRUCTURE
  - The Subcommittee continuing discussion and modeling. No action was taken by the Board.
- M. PRELIMINARY BUDGET FY 2023-2024
  - The Subcommittee had no new updates to provide. No action was taken by the Board.
- N. REVIEW OF ORDINANCES AND RESOLUTIONS
  - The Board reviewed Ordinance 71. No action was taken by the Board.
- O. WATER METER REPLACEMENT
  - **MOTION** made by Director Stuart, seconded by Director Aldridge, and passed 4-0-1 to approve Badger proposal as presented.
- P. RECYCLE WATER TRUCK FILL STATION
  - **MOTION** made by Director Griffith, seconded by Director Monroe, and passed 4-0-1 to approve the five (5) recycle water contracts as presented.
- Q. WATER CONSERVATION
  - **MOTION** made by Director Monroe, seconded by Director Aldridge, and passed 4-0-1 approving to postpone until the December 13, 2022, meeting.

(8:09 pm - Director McDermott excused himself from the meeting.)

- R. GRANTS OPPORTUNITIES
  - Director Stuart discussed available grants for large-scale projects. No action was taken by the Board.
- S. DISTRICT'S MISSION AND VISION STATEMENTS
  - **MOTION** made by Director Stuart, seconded by Director Aldridge, and passed 4-0-1 approving to postpone until the December 13, 2022, meeting.
- T. CORRESPONDENCE
  - No requests or instructions were given for the seven (7) pieces of correspondence provided in the board packet.

**IX. DISTRICT ENGINEER MONTHLY REPORT**

- FWD Engineer provided current updates for "Water" and "Wastewater" projects in order as listed on Agenda.

**X. GENERAL MANAGER MONTHLY REPORT**

- GM Lopes provided current updates for "Water" and "Wastewater" operations and projects.

**XI. GRATON/FWD SUB-COMMITTEE REPORT**

- GM updated the Board on the progress with the test run of the recycle intertie. No action was taken by the Board.

**XII. DIRECTORS' REPORT AND CALL FOR FUTURE AGENDA ITEMS**

- Directors Griffith informed the Board of Sonoma County Supervisor Rabbitt is available to assist the District in finding sources for grant opportunities. The Board directed Director Griffith to reach out to Supervisor Rabbitt.

**XIII. ADJOURNMENT**

- **MOTION** made by Director Stuart, seconded by Director Griffith, and passed 4-0-1 to adjourn at 8:39 p.m.

APPROVED: December 13, 2022

Submitted by: \_\_\_\_\_  
Dawn Leith, Board Clerk

Attest: \_\_\_\_\_  
Chair of the Board of Directors

Agenda Item:

**OATHS OF OFFICE**

Summary:

**December 13, 2022:**

Oaths of Office will be administered by the General Manager for the following:

- (1.) Matt McDermott (Appointment in-lieu of election)
- (2.) Brad Stuart (Appointment in-lieu of election)
- (3.) Ryan Stapleton (Appointed by Sonoma County Board of Supervisors)

Potential Board Actions: No FWD Board action is needed.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

**ELECT NEW BOARD CHAIR AND VICE CHAIR**

Summary:

**December 13, 2022:**

In December each year, to become effective in January the following year, the FWD Board holds an election process for the positions of Board Chair and Vice Chair.

Potential Board Actions: Nominate and elect a Board Chair and Vice Chair.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

**CONFIRM ACWA/JPIA DESIGNATED REPRESENTATIVE FOR FWD**

Summary:

**December 13, 2022:**

A new Designated Representative for ACWA/JPIA for the Forestville Water District needs to be elected. The JPIA is member-owned, member-governed and member driven. The organization is governed by the Board of Directors, which is composed of one representative from each member agency. Water agency directors and managers served by JPIA manage the program. Members have opportunities to influence and control the direction and activities of the JPIA through the democratic process. Customarily FWD JPIA Director serves for one (1) full year or until a Director is appointed.

JPIA Directors

The JPIA Board of Directors is composed of one representative from each Member of the Authority, who is a member of the governing board thereof and selected by that governing board to be the JPIA Director Representative.

JPIA Alternates (optional)

Each Member should also appoint at least one alternate who shall be an officer, member of its governing board, or employee of that member. The alternate appointed by a Member shall have the authority to attend and participate in any meeting of the Board when the regular member for whom he or she is an alternate is absent from said meeting.

Further info available on the [ACWA/JPIA's website](#)

Potential Board Actions:

May either:

1. Nominate and elect a new Designated Director
2. Motion to postpone to a future FWD Board Meeting.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

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

Summary:

**December 13, 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. Include: Draft of Resolution #413(n).

**Historical:**

**November 9, 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 board meetings should continue to be held 100% teleconference and may either

1. Approve Resolution #413(n) as presented
2. Approve Resolution #413(n) with changes
3. Review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

RESOLUTION NO. 413(n) (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 JANUARY 1<sup>ST</sup> THROUGH 31<sup>ST</sup> 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 January 1, 2023 and shall be effective until the earlier of (i) January 31, 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 13<sup>th</sup> day of December 2022, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

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

FORESTVILLE WATER DISTRICT: \_\_\_\_\_

By: Chair of the Board

ATTEST:

\_\_\_\_\_  
Board Clerk



Agenda Item:

**RESOLUTION NO. 422 – AUTHORIZED SIGNATURES**

Summary:

**December 13, 2022:**

By adopting Resolution No. 422, the FWD Board may approve rescinding and replacing Resolution No. 414 with respect to the persons authorized to access District bank accounts.

A draft of Resolution No. 422 is included.

Potential Board Actions:

May either:

1. Approve Resolution #422 as presented
2. Approve Resolution #422 with changes
3. Direct Staff with further instructions

Staff Recommendation: GM Lopes approves the adoption of Resolution #422.

Report created by: Dawn Leith, Board Clerk

## RESOLUTION NO. 422

### TO RESCIND AND REPLACE RESOLUTION NO. 414 RESOLUTION OF THE FORESTVILLE WATER DISTRICT ESTABLISHING PERSONS WHO ARE AUTHORIZED TO SIGN ON DISTRICT ACCOUNTS WITH FINANCIAL INSTITUTIONS

WHEREAS, this District is required by law to establish procedures and controls to ensure that public moneys in its trust are not lost through fraud, mistake or imprudent actions; and

WHEREAS, this District has adopted an INVESTMENT POLICY which requires, among other things, that a resolution be adopted to designate the authorized names and number of signatories on District deposit accounts.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Forestville Water District, as follows:

1. Two (2) authorized signatures are required for each check, transfer, withdrawal or other transaction involving District moneys;
2. Any two (2) of the following persons are authorized signatories for the District's checking account with UMPQUA BANK:

TONY LOPES	General Manager
STEVE GRIFFITH	Director
MATT MCDERMOTT	Director
BEN MONROE	Director
BRAD STUART	Director
RYAN STAPLETON	Director

3. Any two (2) of the following persons are authorized signatories for the District's deposit, savings, money market accounts and certificates of deposit held in various financial institutions at which the District has its moneys on deposit:

TONY LOPES	General Manager
STEVE GRIFFITH	Director
MATT MCDERMOTT	Director
BEN MONROE	Director
BRAD STUART	Director
RYAN STAPLETON	Director
DAWN LEITH	District Administration
GWEN TAYLOR	District Administration

4. The following persons are authorized to act as the “Secretary” for the District and to have access to the District’s records of deposits, savings, and money market accounts and certificates of deposit but are NOT authorized signers on these accounts.

DAWN LEITH  
GWEN TAYLOR

District Administration  
District Administration

5. CREDIT CARD AUTHORIZED USERS (for Forestville Water District): The District currently has two (2) Credit Cards for use by the DISTRICT and its personnel.

- **UMPQUA BANK** is the provider for the WATER CREDIT CARD – CARD – Total Credit Line = \$25,000.

TONY LOPES (General Manager)  
CORY IPSEN (Lead Plant Operator)  
DAWN LEITH (District Administration)  
GWEN TAYLOR (District Administration)

- **UMPQUA BANK** is the provider for the SEWER CREDIT CARD – Total Credit Line = \$10,000.

TONY LOPES (General Manager)  
CORY IPSEN (Lead Plant Operator)

DULY AND REGULARLY ADOPTED THIS **13th of December 2022.**

FORESTVILLE WATER DISTRICT:

Director McDermott \_\_\_\_\_

Director Monroe \_\_\_\_\_

Director Griffith \_\_\_\_\_

Director Stuart \_\_\_\_\_

Director Stapleton \_\_\_\_\_

By: \_\_\_\_\_  
Chair of the Board

Attest: \_\_\_\_\_  
Board Clerk

Agenda Item:

**FWD BOARD APPROVAL OF ANNUAL CONSTRUCTION CONTRACTS FOR 2023**

Summary:

**December 13, 2022:**

The District insurance carrier, ACWA/JPIA, requires contractors who work for FWD to have a current contract and proof of insurance for liability purposes on file with FWD. Board approval is needed for contracts issued to SIX (6) local contractors who are often hired by FWD as needed for maintenance and repair services. The current contracts with FWD expire at the end of 2022 and new contracts for 2023 need to be issued – if approved by the Board:

1. D.W. Enterprises
2. Ghilotti
3. Miksis Services, Inc.
4. Piazza Construction
5. R.H. & Sons
6. Von Renner Construction

A draft of a blanket contract with cover letter is included for review.

Potential Actions:

FWD Board may either:

1. Approve “as needed” contracts for 2023 for all 6 local contractors
2. Authorize FWD GM Lopes to solicit contracts for other “as needed” services.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk



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

**EXAMPLE OF COVER LETTER / CONTRACT**

December 14, 2022

Contractor  
Address  
City, State Zip code

RE: Contract for Construction Services for 2023

Dear Contractor,

I have attached the annual "Contract for Construction Services" with Forestville Water District (FWD) to cover services through 2023. Please sign and return the contract in the envelope provided, along with the most current documentation available as per the contract in sections "b-c ." Please insert the name(s) of your authorized representative(s) (if applicable) on page 2 of the contract. Upon acceptance by Forestville Water District, a copy of the fully executed contract will be promptly returned to you.

Sincerely,

Tony Lopes  
General Manager

Enclosure: Contract for Construction Services



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

**CONTRACT FOR CONSTRUCTION SERVICES**

TO: Contractor  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE: December 14, 2022  
 Agreement No. FWD-2023-01

The undersigned Contractor offers to furnish the following:

**SERVICES AS REQUESTED / REQUIRED.**

Contract price \$ To be determined by each project

Completion date December 2023

Contractor or supplier (Contractor), agrees with the Forestville Water District that: Contractor or supplier (Contractor), agrees with the Forestville Water District that:

- a) To the fullest extent permitted by law, Contractor will defend, indemnify, and hold harmless the Forestville Water District, its directors, officers, employees, and authorized volunteers from all claims and demands of all persons arising out of the performance of the work or the furnishing of materials; including but not limited to claims by the Contractor or Contractor’s employees for damages to persons or property, except for the sole negligence or willful misconduct or active negligence of the Forestville Water District, its directors, officers, employees, or authorized volunteers.
- b) By his/her signature hereunder, Contractor certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing the performance of the work of this agreement. Contractor and sub-contractors will keep workers’ compensation insurance for their employees in effect during all work covered by this agreement.
- c) Before beginning work, Contractor will file with the Forestville Water District certificates of insurance and policy endorsements satisfactory to the Forestville Water District and evidencing general liability coverage of not less than \$1,000,000 per occurrence (\$2,000,000 general and products-completed operations aggregate, if used, for bodily injury, personal injury, and property damage; auto liability of at least \$1,000,000 for bodily injury and property damage each accident; workers’ compensation (statutory limits) and employer’s liability (\$1,000,000) (if applicable); requiring 30 days’ notice of cancellation (10 days for non-payment of premium) to the Forestville Water District. Such insurance shall be primary, and any insurance, self-

insurance or other coverage maintained by the Forestville Water District, its directors, officers, employees, or authorized volunteers shall not contribute to it. The general liability coverage shall give the Forestville Water District, its directors, officers, employees, and authorized volunteers insured status using ISO endorsement CG2010, CG2033, or equivalent. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-: VII, or equivalent, unless otherwise approved by the Forestville Water District. In the event that the Contractor employs other contractors (sub-contractors) as part of the work covered by this agreement, it shall be the Contractor's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.

- d) If any of the required coverages expire during the term of this agreement, the Contractor shall deliver the renewal certificate(s), including the general liability additional insured endorsement, to the Forestville Water District at least ten (10) days prior to the expiration date.
- e) Contractor shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 2 as "other authorized representatives."
- f) Payment, unless otherwise specified on Page 1 of this contract, shall be made within **30** days after completion of each project by the Forestville Water District.
- g) Permits required by government authorities will be obtained at Contractor's expense, and Contractor will comply with local, state, and federal regulations and statutes, including the Cal/OSHA requirements.
- h) Any change in scope of work to be done, method of performance, nature of materials or price thereof, or any other matter materially affecting the performance or nature of the work, will not be compensated or accepted unless such change, addition, or deletion is approved in advance and in writing by a supplemental agreement executed by the Forestville Water District. Contractor's "authorized representative(s)" has (have) the authority to execute such written change for Contractor.

Accepted: Forestville Water District

Contractor:

By \_\_\_\_\_

By \_\_\_\_\_

Title General Manager \_\_\_\_\_

Title \_\_\_\_\_

Other authorized representative(s):

Other authorized representative(s):

Cory Ipsen

\_\_\_\_\_

Agenda Item:

**SERVICE AGREEMENTS**

Summary:

**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.

**HISTORICAL:**

**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: 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:

**DIRECTOR’S TRAINING**

Summary:

**December 13, 2022:**

**Upcoming Mandatory Training for Directors:**

- Ethics Training (Required every two years)
  - Director Stapleton to complete his Ethics Training through CSDA before June 13, 2023
  
- ACWA/JPIA (☰ mandatory for Liability Coverage)
 

*\*Each Director is preregistered for the following 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.*

  - ✓ = Completed
  - 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

**Upcoming Director Training/Conference Opportunities:**

- Jan. 17, 10am – CSDA 2 hrs. Webinar: [Brown Act: Come for the Basics, Stay for the Updates](#) – Free to members
- Jan. 18, 9am – CSDA 2 hrs. Virtual Workshop: [Board Member Best Practices](#) - \$200
- Jan. 18, 10am – ACWA/JPIA. Live Webinar: [New Laws for 2023](#) – Free to members
- Jan. 31, 10am – CSDA 2 hrs. Webinar: [Maximizing Employee Potential Through Coaching](#) – Free to members
- Feb. 2, 10am – CSDA 2 hrs. Webinar: [Ethics AB 1234 Compliance Training](#) – Free to members
- Feb. 7, 10am – CSDA 2 hrs. Webinar: [Public Records Act Requests 2023](#) – Free to members

*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:

**December 13, 2022:**

**Administration**

- Employee Job Descriptions: 20%
- Employee Handbook: 51%
- Audit SOP creation: 55%
- Mirabel Lift Station Access & Land Rights: 0%

**Operations**

- Water Distribution updated spreadsheets: 83%
- Lift Station VFD Electrical Upgrade: 0%

**Office**

- Document Retention (archive): 16%
- Ord. 61 – record “Notice”: 50%
- Update website to include Backflow Testing: 100%, ADU: 100%
- 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%

**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%

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:

**December 13, 2022:**

The drafts of Articles are still in the review process.

**Historical:**

**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:

### December 13, 2022:

The Board will be briefed at the meeting.

#### **HISTORICAL:**

##### **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 1<sup>st</sup> and 2<sup>nd</sup> 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 11<sup>th</sup> 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

Report created by: Dawn Leith, Board Clerk

# Forestville Water District - Agenda Summary Report

L

Agenda Item:

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

Summary:

### **December 13, 2022:**

The Board will be briefed at the meeting.

#### **HISTORICAL:**

##### **November 8, 2022:**

No additional information on the status of the application was received from DFA.

##### **October 11, 2022:**

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

##### **September 13, 2022-August 9, 2022:**

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

##### **June 14, 2022:**

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

##### **May 10, 2022:**

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

##### **April 12, 2022:**

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

##### **February 15, 2022:**

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

##### **January 11, 2022**

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

##### **December 14, 2021:**

No new updates to report.

##### **November 9, 2021:**

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

##### **October 12, 2021:**

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

##### **September 14, 2021:**

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

##### **August 10, 2021:**

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

##### **July 13, 2021:**

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

##### **June 8, 2021:**

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

##### **May 11, 2021:**

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

##### **April 13, 2021:**

Application still in holding status with no new updates.

##### **March 9, 2021**

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

##### **February 9, 2021 - October 13, 2020:**

FWD Engineer to update the Board.

##### **September 8, 2020:**

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

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

##### **August 11, 2020 - November 5, 2019:**

FWD Engineer to update the Board.

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

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

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

**PRV REPLACEMENT OPTIONS**

Summary:

**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.

**HISTORICAL:**

**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:

**December 13, 2022:**

The Board will be briefed at the meeting.

**Historical:**

**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:

**December 13, 2022:**

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

**HISTORICAL:**

**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 4<sup>th</sup> 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

Report created by: Dawn Leith, Board Clerk



# 2022 INTERNAL AUDIT SCHEDULE

cc:Dec. 13, 2022  
Board Packet  
ASR "O"

## Forestville Water Internal Audit

OWNER					Schedule
PROCESS					
Sewer Operations	Water Operations	Administration	District Equipment	Safety & District Defense	Day & Time
Operating Procedures	Operating Procedures	Structure & Task assignment routing	Inventory of assets	Emergency protocols & procedures plan	
Documentation / Legal Certificates / Licensing	Documentation / Legal Certificates / Licensing	SOP's for normally performed tasks	Inventory of on the shelf parts – costed	Required training & documentation of training	
Sewer plant operations & SOP's	Tank sites & SCWA connections	Annual schedule of filings & deadlines for reporting	Vehicle maintenance & inspection records	Safety equipment & PPE requirements	
Sampling & reporting requirements and procedures	Distribution system Maintenance & records Hydrants, blow offs, PRV records & inspection/testing schedules	Board records and organization	Itemized tool inventory by location	Safety SOP's for operational tasks	
Recordkeeping	Customer meters Reading procedures & schedule Testing schedule & records	Accounting checks and balances – financial assets		Incident flowchart & chain of command	
Recycled water sales & user agreements	Sampling & reporting requirements & records	Timekeeping methods & records			
Employee training program		Customer interaction procedures			
Grease trap inspections & records		Questions & complaints flowchart Employee Satisfaction Customer Satisfaction			

**KEY:**                      Scheduled       Conducted #      Follow-Up

REVISION HISTORY	

# INVOICE

Amount Due (USD)  
**\$1,000.00**

**BILL TO**  
**Forestville Water District**  
Dawn Leith  
6530 Mirabel Road PO Box 261  
Forestville, California 95436  
United States

(707) 887-1551  
dleith@forestvillewd.com

**Invoice Number:** 727

**Invoice Date:** December 7, 2022

**Payment Due:** December 7, 2022

AUDIT SERVICES	DEPOSIT	PRICE	\$1000
<b>Deposit-Project kickoff Audit Planning</b> ISO 9001 Internal Audit Planning Audit Schedule Audit Areas Dates & times	1	\$1,000.00	\$1,000.00

**Total:** \$1,000.00

**Amount Due (USD):** \$1,000.00

Pay this invoice online at:  
[link.waveapps.com/p7hm4j-22886b](https://link.waveapps.com/p7hm4j-22886b)



## Notes / Terms

Bank Name - Zions Bank  
Routing - 124000054  
Account - 981177306  
SWIFT Code - ZFNBUS55  
EIN/Tax ID - 81-4054478



**Core Compliance LLC**  
63 East 11400 South #249  
Sandy, Utah 84070  
United States

**Contact Information**  
Phone: 8015740885  
Mobile: 8015740885  
Toll free: 1-877-505-6299  
[www.core-compliance.com](http://www.core-compliance.com)

Agenda Item:

**NEW WATER RATE STRUCTURE**

Summary:

**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.

**Historical:**

**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:

**December 13, 2022:**

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

**Historical:**

**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:

**REVIEW OF ORDINANCES AND RESOLUTIONS**

Summary:

**December 13, 2022:**

The Board will be briefed at the meeting.

**Historical**

**November 8, 2022:**

The subcommittee will brief the Board. FWD Staff will open discussion of making Ord. 71 a priority due to recent Legal alerts (attached) the staff has received.

**October 11, 2022:**

The Board to open a discussion regarding possibly starting the process of creating a subcommittee to review the District's ordinances and resolutions. Based on recommendations of legal and risk management professionals, districts should review every two (2) years (if not annually). Reviews will ensure all are in line with newer policies, current impacting factors/scenarios, and in compliance with the ever-changing laws for special district services.

Subcommittee: Directors McDermott & Monroe

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:

**WATER METER REPLACEMENT**

Summary:

**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.

**Historical:**

**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:

**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.

**Historical:**

**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: GM recommends approving the two contracts as presented.

Report created by: Dawn Leith, Board Clerk

Agenda Item:

**WATER CONSERVATION**

Summary:

**December 13, 2022:**

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

**Rainwater Capture Program** – Mailer has been edited with recommended changes.

**Historical:**

**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:

1. Approve mailer insert as presented
2. Approve mailer insert with changes
3. Review, discuss and/or give further instructions to the FWD Staff.

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk



## U.S. warns California about water storage conditions as drought continues

By [Iman Palm](#)



KTLA

1 day ago

Federal water officials are warning Californians about the ongoing water conditions heading into the new year.



The U.S. Bureau of Reclamation, a federal agency overseeing water resource management in 17 states, [announces](#) that California cities and industrial contractors who get water from Central Valley Project should prepare for “extremely limited water supply conditions in 2023.”

The Shasta Reservoir, the state’s largest reservoir and the cornerstone of the Central Valley Project, is currently at 31% capacity, the agency announced Monday.

While the state experienced rainstorms at the beginning of the month, the rainfall did little to combat the ongoing drought conditions.

### [California expected to experience a dry winter, NOAA predicts.](#)

“If drought conditions extend into 2023, Reclamation will find it increasingly difficult, if not impossible, to meet all the competing needs of the Central Valley Project without beginning the implementation of additional and more severe water conservation actions,” the agency said in a news release.

Water storage in the Golden State the agency manages is nearing historic lows. California gets most of its water during the winter due to rain and snow typically being in the forecast. Still, hotter-than-normal temperatures in the winter and low amounts of rain have affected the supply. The agency will continue monitoring water storage and announce initial water supply allocations for the Central Valley Project in February.

## REBATE AND ASSISTANCE NOW AVAILABLE FOR RAINWATER CATCHMENT!

Use rainwater for your garden instead of drinking water. Install a small or large system.  
Get a rebate of \$0.50 per gallon of storage capacity, plus design assistance.  
This program is not provided by your water district- see below to apply.



Apply for the rebate and learn how to qualify for assistance by scanning  
the QR code or by visiting: <https://tinyurl.com/socorainwater>



In Partnership with:



Agenda Item:

**GRANTS**

Summary:

**December 13, 2022:**

The Board will further discuss grant opportunities available to Forestville District.

**HISTORICAL**

**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:

**December 13, 2022:**

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

**HISTORICAL**

**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 January 2023 board meeting

Staff Recommendation: None

Report created by: Dawn Leith, Board Clerk

Agenda Item:

**CORRESPONDENCE**

Summary:

**December 13, 2022:**

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

1. CSDA Alert - 2023 New Laws Part 2-6
2. ACWA/JPIA - Acknowledgment letter of recognition to FWD
3. LAFCO - Election of Special District Rep Class II

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



## 2023 New Laws, **Part 2**: Unpaid Water Service Bills: Where We Are in 2023

By: Derek Cole, Partner, Cole Huber LLP



Nonpayment of bills for water service is an issue California water agencies have faced for many years. This problem became more acute with the impact of the COVID-19 pandemic, which has deprived many Californians of the ability to not only make ends meet, but to pay their utility bills, including for water service. A 2021 survey conducted by the State Water Resources Control Board (State Water Board) found that, during

the pandemic, community water systems accrued \$276 million in arrearages for residential customers and \$43 million in arrearages for commercial customers.

The State has recently provided one-time programs to assist water agencies with some of these accrued debts, but going into 2023, many agencies will continue to deal with revenue shortfalls that accumulated during the pandemic. Given the number of programs, statutes, and regulations in place affecting this issue, it's worth taking a look at what's transpired so far and what's on the horizon for water agencies and their customers.

### **The Water Shutoff Protection Act of 2018**

California law has long permitted water providers to discontinue service to customers who do not pay their bills for service. But in 2018, the process for shutting off service became more heavily regulated when the Legislature enacted, and the Governor signed, Senate Bill 998 (Dodd), the Water Shutoff Protection Act. Under this law, public water systems with more than 200 service connections are now required to implement a number of measures to govern how they discontinue water service to residential customers. This includes requiring water suppliers to adopt written policies regarding termination of service and prohibits them from discontinuing service for at least 60 days following nonpayment. In addition, before discontinuing service, providers must give at least seven days' notice of any intended termination and offer customers alternative payment arrangements by which delinquencies can be paid down, excused, or deferred. Customers must also be given the right to appeal the intended service termination. When customers suffer from certain health conditions or are financially unable to pay, service may not be discontinued. More information about SB 998 can be found [here](#).

### **The Pandemic and Moratorium on Service Terminations**

The Water Shutoff Protection Act requirements initially became effective in early 2020. But in the early days of the COVID-19 pandemic, they were effectively overridden by the Governor's executive orders addressing the unprecedented public health emergency. Under these emergency orders, *all* water providers—including those with fewer than 200

*Communication is provided for general information only and is not offered or intended as legal advice. Readers should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of the issues raised in these communications.*

connections—were prohibited from terminating service for nonpayment. (Exec. Order N-42-20; Exec. Order N-08-21 [extending prohibition through June 30, 2021].) This moratorium was continued through the end of 2021. (2021 S.B. 155, § 19 [extending prohibition through December 31, 2021].) Effectively, water providers were prohibited for most of 2020 and all of 2021 from terminating service for nonpayment, thereby impacting the revenue streams of numerous agencies and creating significant budget shortfalls for many agencies.

### **The California Water and Wastewater Arrearage Program**

The right to terminate water service under the provisions of state law as enacted by SB 998 resumed in 2022 and coincided with the beginning of the California Water and Wastewater Arrearage Program (“CWWAP”), which the Legislature created in 2021 as part of a budget trailer bill (Senate Bill 155). Through this program, the Legislature empowered the State Water Board to provide nearly \$1 billion to community water and wastewater systems for pandemic-related debt. The program covered unpaid customer bills for commercial as well as residential customers that accrued between March 4, 2020, and June 15, 2021. This was, however, a one-time program. The CWWAP funding cycle for drinking-water systems closed in early 2022.

### **The Low Income Household Water Assistance Program**

In 2022, many water providers still had significant accumulated debt from customers who could not pay their bills during the pandemic. A federal program, the Low-Income Household Water Assistance Program (“LIHWAP”), was available to service some of this debt. This program, administered by the California Department of Community Services and Development (CSD), was appropriated \$116 million to assist low-income households—those making 60% of the state median income—that accrued arrearages before and during the pandemic. Like CWWAP, this program provided a one-time source of direct funding to water providers. Many providers applied for and received appropriations during 2022, which they were in turn able to provide to eligible customers. The direct funding cycle for providers to receive LIHWAP assistance closed in mid-2022. But going forward, water providers may still enter into agreements with CSD to allow their ratepayers to apply for assistance under the program. Unlike CWWAP, moreover, ratepayers may avail themselves of this assistance not only for debt accrued during the pandemic, but that accrued in 2022 and beyond.

### **SB 222 and the Governor’s Veto**

In 2022, the Legislature considered SB 222 (Dodd), which attempted to create a long-term program for assisting ratepayers in paying for water service. Unlike CWWAP and LIHWAP, which provided one-time sources of funding, this new program, slated to be called the Water Rate Assistance Program, was intended to be permanent. It would have created a Water Rate Assistance Fund to be administered by the State Water Board. If the program had been adopted, community water systems would have been able to use this fund to provide rate long-term assistance to residential customers.

Governor Gavin Newsom, however, vetoed the legislation that would have enacted this program. In his veto message, the Governor acknowledged that “lowering costs and making sure Californians have access to safe and affordable drinking water is a top priority of this administration.” But noting that the program was intended to be permanent, he

stated his belief that “[a]t this time, there is no sustainable, ongoing funding identified” for the program. The Governor observed that the estimated program costs—consisting of \$20 billion in one-time spending commitments and more than \$10 billion in ongoing commitments—had not been accounted for in the state budget. For those reasons, he concluded he could not sign the bill.

### ***Where Are We Now?***

In 2023, water agencies will find themselves much where they were before the start of the pandemic, with a couple of exceptions. The LIHWAP remains a program where customers can receive assistance in paying their bills. And although service shutoffs are again an option for water suppliers to use for consistent customer non-payments, careful observance of Water Shutoff Protection Act (SB 998) requirements will be necessary. Agencies should ensure they have adequate written shut-off policies in place and that they strictly follow the Act’s notice, appeal, and hardship requirements.

### ***Free Webinar for CSDA Members: Ratepayer Assistance Funding and Water Shutoff Laws***

For those who found this New Laws Series article interesting, CSDA will provide a free webinar for members to hear more from the article’s author, Derek Cole of Cole Huber LLP.

#### **[Register for Webinar: Ratepayer Assistance Funding and Water Shutoff Laws](#)**

- **January 30, 2023**
- **10:00 a.m. – 12:00 p.m.**

This presentation will address the requirements water providers must follow before terminating water service for non-paying customers. The presentation will discuss the importance of having guidelines in place in advance for governing shutoffs and providing the notice, appeal rights, and ratepayer assistance the law requires. The presentation will also discuss the federal and state programs available to water providers, both related to indebtedness incurred during the Covid-19 pandemic and afterward. The presentation will discuss recent and likely legislation on this subject, and will describe practical measures water providers can implement to deal with the difficult subject of nonpayment of customer bills.

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



## 2023 New Laws Series, **Part 3**: Connection Fee and Capacity Charge Requirements for Public Agencies

*By Rob Anslow and Jeff Hoskinson, Atkinson, Andelson, Loya, Ruud & Romo*

Beginning January 1, 2023, State law has been amended to alter, slightly, the process by which local agencies will be required to evaluate and impose water and sewer connection fees and capacity charges.

California law allows various types of public agencies, including cities, counties, and special districts, to impose charges upon new development projects (or in certain cases re-development projects) that will result in an impact on the service facilities or systems operated by the relevant public agency. These charges are known as development impact fees, connection fees and capacity charges. Capacity charges help fund existing or new public facilities that are of proportional benefit to the property being charged, including supply or capacity contracts for rights or entitlements, real property interests, and other capital expenses. Connection fees pay for the physical facilities necessary to make a water connection or sewer connection, including, but not limited to, meters, pipelines, and the estimated reasonable cost of labor and materials for installation. These types of charges are typically a condition of approval of the development project by the relevant local public agency.

Among the requirements applicable to development impact fees, inclusive of capacity charges and connection fees, is that a relationship must be established between the charge and the nature of the use of the facilities or system burdened by the development project. The amount of the charge must bear a reasonable relationship to the actual cost the development will impose upon the system or facilities for which the charge is being imposed. Such charges cannot exceed the reasonable cost of service (if they do, they may become a special tax which must then go through the California Constitutional process for special tax approvals). In establishing the foregoing relationships and nexus, the California State Legislature has placed upon the public agency the burden of demonstrating compliance with such criteria.

Assembly Bill 2536 (Grayson), chaptered as Chapter 128 of Statutes of 2022, has specific provisions that impact a local agency's imposition of capacity charges and connection fees. Specifically, AB 2536 clarifies that agencies must evaluate the amount of such fee or charge. AB 2536 further provides that such "evaluation" must include evidence to support that the connection fee or capacity charge does not exceed the reasonable cost of service, consistent with the limitations already imposed by Government Code section 66013(a). As such, local agencies imposing such fees must carefully consider the support and documentation they are utilizing to support any new or modified connection fee or capacity charge. Such documentation, consistent with existing requirements, must be made publically available at least 14 days before the governing body's meeting to consider the approval of such fees and charges.

Whether the "evaluation" requires local agency legislative body involvement is not specified within the legislation, nor is any discussion as to the specific analysis required for such evaluation. Prudent approaches to such an evaluation strongly suggest that the use of qualified expert analysis (which may be in the form of a consultant, a qualified expert, or

a similar type of review) should be included in the process, though such is not mandated in statute. Factors such as outside standards, historical use data, industry conventions, and engineering presumptions may all be helpful to consider when providing for such evaluation in order to develop a supported and defensive fee or charge. Agencies may also wish to utilize the services of legal counsel to evaluate whether or not the nexus and relationship descriptions are sufficient to allow for a reviewing body (such as a court) to evaluate the basis of the findings upon a layperson's understanding rather than relying strictly upon expert terminology.

Special districts and other public agencies should consult their legal counsel for guidance as to the specific requirements for connection fees and capacity charges, as well as other development impact fees necessary to fund their public facilities.

## 2022 News Laws Series, **Part 4**: Brown Act Updates on Teleconferencing, Agenda Posting, and Disruptions of Board Meetings

*By: Nicholas Norvell and Holland Stewart, Best Best & Krieger, LLP*

During its most recent session, the California State Legislature adopted and the Governor signed three significant bills amending the Ralph M. Brown Act (Brown Act). These bills — which take effect on January 1, 2023 — relate to future teleconferencing by members of legislative bodies, posting agenda-related materials, and the removal of members of the public who are disrupting meetings.

### *Assembly Bill 2449 – Enhanced Teleconferencing and Recent Developments Relating to Assembly Bill 361 of 2021*

Subject to a number of requirements, AB 2449 provides public agencies with the additional ability for legislative body members to participate remotely in meetings without having to give the public access to private locations. In 2021, in response to the COVID-19 pandemic, the Legislature adopted AB 361 to ease certain requirements for holding teleconference/virtual meetings under the Brown Act during Governor-declared emergencies. Before AB 361, the Brown Act’s teleconferencing rules required public agencies to identify each teleconference location on the agenda, post the agenda at those locations, and make each location open to the public, none of which was feasible during a pandemic.

Although AB 361 remains in effect through January 1, 2024, Governor Gavin Newsom recently announced that the declared statewide State of Emergency related to COVID-19 will end on February 28, 2023. This shift is likely to mean that, absent an additional declared State of Emergency affecting a local agency, any local agencies conducting meetings under the provisions of AB 361 will — if they have not already — soon need to revert to holding fully in-person public meetings *or* meetings using the newly adopted AB 2449 or traditional Brown Act teleconference rules.

AB 2449 provides for relaxed teleconferencing rules when a member of the legislative body has to attend remotely for an emergency or other reasons supported by “just cause”. Under these new rules, a legislative body may hold a hybrid (partial teleconference, partial in-person) meeting without having to comply with the standard Brown Act teleconference rules under certain circumstances. Those circumstances are:

- One or more members of the legislative body (but less than a quorum) have notified the body at the earliest opportunity of their need to participate remotely for just cause (e.g., childcare or family caregiving need, contagious illness, physical or mental disability need, travel while on official public business); or
- One or more members of the legislative body (but less than a quorum) experience an emergency circumstance (e.g., a physical or family medical emergency that prevents in-person attendance). The member must provide a general description of the

circumstances relating to their need to appear remotely; however, they are not required to disclose a medical diagnosis, disability or other confidential medical information. The legislative body must then take action on each member's request. If the request does not allow sufficient time to be placed on the posted agenda for the meeting for which the request is made, the legislative body may take action on it at the beginning of the meeting.

Members of legislative bodies who wish to use one of these provisions should be sure to contact the agency's clerk/secretary, general manager, and/or legal counsel as soon as possible before seeking to attend a meeting remotely under AB 2449. Not only does the individual member have to meet the requirements to attend remotely, but there are restrictions on the number of times a member may attend remotely in a year under the just cause provision and in total under AB 2449. In addition, a quorum of the body must still meet in-person at a single location within the district boundaries, and the meeting format must meet the following remote access rules:

- Use either a two-way audio-visual system or a two-way phone service with live webcasting.
- Members participating remotely must 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 individuals.
- Identify a call-in or internet-based access option for the public on the agenda, along with the in-person meeting location.
- Ensure that, if a disruption to the online meeting occurs, the body takes no further action on agenda items until public access is restored.
- Avoid requiring public comments to be submitted in advance and provide a real-time option for the public to address the body at the meeting.
- Take all votes by roll call.

As referenced earlier, the provisions of AB 2449 cannot be used as the means for 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.

In lieu of AB 2449 teleconferencing, local agencies may always rely on the traditional teleconferencing rules that applied pre-COVID and remain an available option: All votes must be by roll call, the meeting must be conducted to protect the rights of the public appearing before the body or wishing to comment, all members of the public must be able to access the meeting and provide public comment, teleconference locations must be identified in the agenda, copies of the agenda must be posted at all teleconference locations, and teleconference locations must be open to the public. Finally, under

traditional Brown Act teleconferencing requirements, at least a quorum of the members of the legislative body who are participating remotely must do so from locations within the agency's jurisdiction.

AB 2449 will present a host of administrative questions for special districts as board members seek to avail themselves of this new option for remote meeting participation. It will be important for special districts to get ahead of this issue and establish a board policy that institutes a workable process for administering requests and ensuring the district remains in compliance with the law. Violations of the Brown Act can leave the agency open to costly legal challenges that could void board actions conducted during a failure to comply.

#### *Assembly Bill 2647 – Posting of Agenda-Related Materials*

AB 2647 makes clear that agenda-related materials distributed to the majority of a legislative body less than 72 hours before a meeting can be posted online to satisfy the requirement of making the documents available to the public.

Previously, under the Brown Act, when local agencies distributed agenda-related materials to members of a legislative body less than 72 hours before a meeting, the agencies were required to make the materials *physically available* for public inspection at a public office or location. Although the Brown Act previously allowed agencies to post such materials on their websites, its basic requirement to make the materials physically available to the public at a public office or location remained in effect.

In *Sierra Watch v. Placer County* (2021) 69 Cal.App.5<sup>th</sup> 86, an appellate court determined that a county violated the Brown Act when it made agenda-related materials available to members of its board of supervisors at a time when the county's office was closed because members of the public would not also have physical access to the materials at that time.

AB 2647 will ensure that agencies can distribute agenda-related materials in a timely fashion, such as updated staff reports or proposed agreements, to their legislative bodies, as long as the materials are made immediately available on the agency's website in a manner that makes it clear that they relate to an agenda item for an upcoming meeting.

#### *Senate Bill 1100 – Removing Disruptive Individuals from Meetings*

Under SB 1100, legislative bodies now have additional clarity on their ability to address unwelcome meeting disruptions. The Brown Act already authorizes a legislative body to order the room cleared and continue in session if a group willfully interrupts the orderly conduct of the meeting, provided certain requirements are met. SB 1100 amends the

Brown Act to make clear that the presiding member of a legislative body may have an individual removed for disrupting a meeting.

Before removing an individual however, the legislative body must warn them that their behavior is disruptive and that continued disruption may result in their removal (however, no prior warning is required if they are engaging in or threatening the use of force). Behavior is otherwise “disruptive” if it actually disrupts or impedes the orderly conduct of the meeting.

***For more on this topic, check out the FREE Webinar for CSDA Members: "Brown Act: Come for the Basics, Stay for the Updates."***

**[Register for Webinar: Brown Act: Come for the Basics, Stay for the Updates](#)**

- **January 17, 2023**
- **10:00 a.m. – 12:00 p.m.**

This Brown Act presentation is geared toward board members and general managers / department heads to provide an overview of obligations to the public relative to the open conduct of the public’s business, including an overview of new teleconferencing in rules in effect January 1.

## 2023 New Laws Series, **Part 5**: California Enacts Source-Control Laws to Reduce PFAS

By Christine M. Carson, Partner at Aleshire & Wynder, LLP

Three new California laws aim to reduce the introduction of perfluoroalkyl and polyfluoroalkyl (PFAS) substances into groundwater by restricting the use of these chemicals in manufacturing. PFAS refers to a class of fluorinated organic chemicals containing at least one fully fluorinated carbon atom.<sup>[1]</sup> These substances are found in products such as fire-retardant foam, carpets, fabrics, food packaging, and materials designed to be waterproof, stain-resistant or non-stick.

In recent years, concerns have been raised about possible adverse health impacts from exposure to PFAS, including decreased immune response and impaired kidney function. In particular, exposure through drinking water has become of interest due to the tendency of PFAS to accumulate in groundwater.

A summary of each of the three bills follows below.

### *AB 652 (Friedman) - Prohibits PFAS in New Juvenile Products*

Assembly Bill 652, which takes effect July 1, 2023, prohibits people and manufacturers from selling or distributing any new juvenile products that contain regulated PFAS.<sup>[2]</sup> "Regulated PFAS" refers to either of the following:

- (1) PFAS, PFAS components and PFAS breakdown products intentionally added to a product having a functional or technical effect;
- (2) The presence of PFAS in a product or product component at or above 100 parts per million, as measured in total organic fluorine.<sup>[3]</sup>

Proponents of the law assert that children are more susceptible to adverse health impacts from chemical exposure because they behave in ways that increase exposure.

AB 652 defines "juvenile product" as a product designed for use by those under 12 years of age.<sup>[4]</sup> However, "juvenile products" do not include (a) children's electronics; (b) medical devices; (c) internal components of juvenile products that would not come into direct contact with a child's skin or mouth during reasonably foreseeable use and abuse of the products; or (d) adult mattresses.<sup>[5]</sup>

### *AB 1817 (Ting) - Regulates PFAS in Food Packaging and New Textiles*

AB 1817 takes effect January 1, 2025. It prohibits distributing or selling food packaging containing PFAS and requires manufacturers to use the least toxic alternative to replace regulated PFAS substances. Additionally, it prohibits manufacture, distribution, or sale of new (not used) textile articles, including apparel, that contain regulated PFAS.<sup>[6]</sup> "Apparel" includes indoor or outdoor wear for regular or formal occasions, but does not include apparel for exclusive use by the U.S. military.<sup>[7]</sup> While the ban does not apply to outdoor apparel for severe wet conditions until January 1, 2028, commencing January 1, 2025, no person may distribute, sell, or offer for sale any new outdoor apparel for severe wet conditions containing regulated PFAS unless accompanied by the statement "Made with PFAS chemicals."<sup>[8]</sup>



Under this law, “regulated PFAS” means either of the following:

- (1) PFAS, PFAS components, or PFAS breakdown products that a manufacturer has intentionally added to a product, or
- (2) the presence of PFAS in a product or product component at or above the following thresholds, as measured in organic fluorine:
  - (A) Commencing January 1, 2025, 100 parts per million;
  - (B) Commencing January 1, 2027, 50 parts per million.[\[9\]](#)

AB 1817 provides for certain exceptions from the list of regulated textiles. These exceptions include (1) single-use paper hygiene products, (2) carpets/rugs; (3) treatments for use on converted textiles or leathers; (4) motor vehicles, aircraft, boats and their component parts; (5) filtration media and filter products used in industry, including chemical or pharmaceutical manufacturing, and environmental control; (6) textile articles used in laboratory testing; and (7) architectural fabric structures.[\[10\]](#)

Manufacturers must provide a certificate of compliance with the new law.[\[11\]](#) Reliance on a certificate of compliance provides a “good faith” defense to violation of the new law.[\[12\]](#)

#### *AB 2771 (Friedman) Prohibits Intentionally Adding PFAS in Cosmetic Products*

AB 2771 takes effect January 1, 2025. It prohibits the manufacturing, sale, delivery, holding, or offering for sale any cosmetic product that intentionally contains PFAS ingredients.[\[13\]](#) The statute defines “cosmetic product” as an article for retail sale or professional use intended to be rubbed, poured, sprinkled, or sprayed on, introduced into, or applied to the human body for cleansing, beautifying, promoting attractiveness, or altering the appearance.[\[14\]](#)

#### *Special District Potential Impacts*

These new laws aim to reduce the introduction of PFAS into the water supply by restricting the use of PFAS in manufacturing. This source-control approach can, in turn, reduce the cost burden on public agencies, including special districts, involved in testing, reporting and remediation of PFAS.

A case before the U.S. Supreme Court may impact state efforts to regulate products made out of state that are distributed nationwide. *National Pork Producers Council v. Ross*, 142 S.Ct. 1413 (Mem), 212 L.Ed.2 776 (2022) [Docket No. 21-468], currently under consideration, may have implications for the question of whether a state may require a widely-distributed product to conform to its own in-state standards -- even though produced in another state with less stringent standards. The case stems from California’s regulations on animal confinement; it remains to be seen whether the outcome of this case will impact state PFAS statutes.



**Stay tuned to the New Laws Series in CSDA eNews for more in-depth analyses on new laws affecting special districts.**

*Communication is provided for general information only and is not offered or intended as legal advice. Readers should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of the issues raised in these communications.*

[1] See, e.g., Health & Safety ["H&S"] Code § 108945(e).

[2] H&S Code § 108946.

[3] H&S Code § 108945(b).

[4] H&S Code § 108945(c)(1).

[5] H&S Code § 108945(c)(2).

[6] H&S Code § 108971(a)(1).

[7] H&S Code § 108970(a), (c).

[8] H&S Code § 108971(a)(2).

[9] H&S Code § 108970(g).

[10] H&S Code § 108970(i)(2).

[11] H&S Code § 108971(c).

[12] H&S Code § 108971(d).

[13] H&S Code § 108981.5.

[14] H&S Code § 108982(a).

## 2023 New Laws Series, **Part 6**: Address Confidentiality for Public Employees and Contractors

By Algeria Ford and N. Richard Shreiba, Attorneys, Burke Williams & Sorensen LLP

California legislators recently took steps to address confidentiality concerns when Senate Bill 1131 (Newman) was signed into law. Considered necessary for the preservation of public peace, health, or safety within the meaning of the California Constitution, it was enacted as an urgency measure and went into effect on September 26, 2022, to protect individuals who face threats of violence or violence or harassment from the public because of their work.

Prior to SB 1131, California provided address confidentiality, under certain circumstances, to employees and volunteers who work for reproductive health care services facilities (“Facilities”). Specifically, the confidentiality provisions in the law were aimed, in part, at protecting individuals who work at Facilities from intimidation, threats of violence, and actual acts of violence. With SB 1131, address confidentiality protections are expanded to include public entity employees and independent contractors serving public entities (“Workers”). Specifically, SB 1131 amended Government Code section 6215.2 to add a definition for “Public Entity” as a federal, state, or *local government agency*. As local government agencies, special district Workers are covered by SB 1131’s confidentiality protection provisions.

As public entity employers, special districts may have Workers that have concerns for their safety and elect to take advantage of the new protections provided by SB 1131. Workers who face threats of violence or acts of violence or harassment from the public because of their work for the district, may obtain address confidentiality by following a specific procedure as detailed in Government Code section 6215.2. Notably, a certified statement by the Worker stating that the Worker has been a target of violence, threat of violence, or harassment within one year of the application based on the Worker’s work for the public entity is sufficient to satisfy one of the requirements to receive address confidentiality.

Once a Worker files a properly completed application with the Secretary of State, the Worker will be certified as a program participant, and such certification will be valid for four years. A Worker who receives certification as a program participant may proceed to use the address designated by the California Secretary of State as the Worker’s work address.

There are likely at least two key impacts to special districts resulting from SB 1131. As an initial matter, district employees, namely those in supervisory authority, may receive requests from certain Workers requesting their assistance in providing a certified statement in support of the Workers’ application for confidentiality with the Secretary of State. Secondly, districts must remain cognizant of Workers who have been certified as

program participants by the Secretary of State, because it may impact responses to certain public records requests. SB 1131 enables local agencies, such as special districts, to respond to requests for public records without disclosing the residential address of Workers who have been certified as program participants.

Special districts should consider adopting administrative policies that assist its employees in complying with the various aspects of SB 1131. Specifically, crafting clear guidelines within the statutory parameters for responding to requests for certifications from Workers and California Public Records Act requests from the public regarding Workers covered by SB 1131 is highly recommended.



YOUR BEST PROTECTION

cc: Dec. 13, 2022  
Board Packet  
ASR "X" Corr. #2

11/28/2022

## ACWA JPIA

P. O. Box 619082  
Roseville, CA 95661-9082

phone  
916.786.5742  
800.231.5742

[www.acwajpia.com](http://www.acwajpia.com)

**President**

E.G. "Jerry" Gladbach

**Vice President**

Melody A. McDonald

**Chief Executive Officer**

Walter "Andy" Sells

**Executive Committee**

Fred Bockmiller

David Drake

E.G. "Jerry" Gladbach

Cathy Green

Brent Hasty

Chris Kapheim

Melody A. McDonald

Randall Reed

J. Bruce Rupp

Forestville Water District (F007)  
P.O. Box 261  
Forestville, CA 95436-0261

**General Manager:**

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Forestville Water District (F007) with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2023.

Sincerely,

Melody McDonald  
President

Enclosure: President's Special Recognition Award(s)

*Core Values*

- *People*
- *Service*
- *Integrity*
- *Innovation*



# *President's Special Recognition Award*

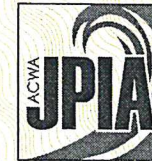
*The President of the  
ACWA JPIA  
hereby gives Special Recognition to*

## *Forestville Water District*

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"  
in the Liability Program for the period 10/01/2018 - 09/30/2021  
announced at the Board of Directors' Meeting in Indian Wells.*



*Melody McDonald, President*



*November 28, 2022*



# *President's Special Recognition Award*

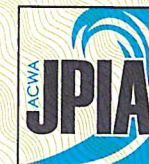
*The President of the  
ACWA JPIA  
hereby gives Special Recognition to*

## *Forestville Water District*

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"  
in the Property Program for the period 07/01/2018 - 06/30/2021  
announced at the Board of Directors' Meeting in Indian Wells.*



*Melody McDonald, President*



*November 28, 2022*



# *President's Special Recognition Award*

*The President of the  
ACWA JPIA  
hereby gives Special Recognition to*

## *Forestville Water District*

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"  
in the Workers' Compensation Program for the period 07/01/2018 - 06/30/2021  
announced at the Board of Directors' Meeting in Indian Wells.*



*Melody McDonald, President*



*November 28, 2022*





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 28<sup>th</sup>, 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](mailto: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](mailto: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 15<sup>th</sup>, 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 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# SONOMA LOCAL AGENCY FORMATION COMMISSION

---

---

---

Have you attended LAFCO meetings? If yes, when?

Yes, I have been a commissioner since 2016

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

I would like to continue my service to the people of Sonoma County by continuing to serve as a Commissioner on LAFCO. I feel that I have provided meaningful input to the Commission and will continue to be a contributing member of the Commission. I feel that Special Districts have issues that need to be presented for discussion that are different from those encountered by the City and the County representatives. I feel that Sonoma County is presently presented with unique challenges with respect to the provision of governmental services and that LAFCO is a key component in determining how those services will be provided. I would like to play a role in seeing that governmental services are provided in an orderly and effective manner.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

From your perspective, explain the purpose of LAFCO:

LAFCO has a variety of closely related purposes including:

Oversight of Special Districts and cities

Review of revisions to boundaries and reorganizations of cities and governmental service districts

Establishment of Spheres of Influence









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:

**General Manager Lopes Water and Sewer Operations Report for November 2022**

Summary:

**December 13, 2022:**

## Water Operations:

USA Checks: 11

Water Work Orders: 13

New water fire hydrant and 2 new service connections completed on Orchard Lane. New fire hydrant officially placed into our system and tested.

Had a water leak adjustment applied.

Had 1 customer meter locked off due to non-payment. Customer paid in full by end of day, water restored.

We identified a home that had a backflow meter with an inactive well during the home sales process. We had the sellers install a regulated backflow meter, and it was also certified.

Had an inquiry about an empty lot regarding water and sewer fees being paid.

Sent a will serve letter for water and sewer service in downtown area.

Contacted Neptune that their water meter bid was not selected.

Had a local supply house provide a water meter lid proposal, but bid was not as competitive as what we had.

CUSI has opened a work order to assist in the water meter changeout integration project. They have a program that will perform the meter changeout process.

## Sewer Operations:

A power strip malfunctioned at the lift station MCC panel, which interrupted pumping cycles. Staff purchased and installed a new one.

Worked on a SWRCB request to confirm chronic testing on last year's creek discharge.

Confirmed with D Coleman and neighbors on Conor Court regarding the manholes and private service laterals. Vactor crew removed grit from the sewer collection line from Packing House Road to our facility.

B&R survey crew alerted us to a sewer manhole root buildup on the FUSD campus. Spoke with school and we will remove during the holiday break.

Our staff did lots of tree trimming at our lift stations and our sewer facility to keep our fence boundaries clear.

## Recycled Water:

Met with Sitelogiq company to inquire about a possible grant for future FWD water projects.

D Coleman and I met with FUSD to see their irrigation as-built drawings to overview their recycled water situation. A private company came out to investigate their irrigation system so the school can be served with recycled water instead of potable for their irrigation needs. They will send FUSD a proposal so we can start this exploration project during the school holiday to have access to the water lines.

Sent 2.2 acre-feet of recycled water to off-site pond to satisfy their contract over the last 2-, 3- and 4-year allotments.

Recycled water user trainings for existing users have been sent to them for official site supervisor updates.

New recycled water truck fill station customers will be mandated to a new training which will include an on-site visit to our facility to instruct firsthand the entire process of picking up recycled water.

## District Staff:

Continued our staff safety and lunch meetings.

FWD has an employee who is taking FMLA for a new family member. All guidelines have been followed by the employee and FWD also, and a schedule has been agreed upon by all parties. Payroll has been notified along with CalPers to ensure all paperwork reporting is correct.

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:

**December 13, 2022:**

The Subcommittee will update the Board.

**HISTORICAL:****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