

**MINUTES**  
**BOARD MEMBER STUDY SESSION**  
**PUBLIC WELCOME**  
**Forestville Water District**

ORIGINAL

Date: **TUESDAY, October 9, 2018**  
Location: District Office - 6530 Mirabel Road, Forestville, California

Time: **5:00 PM**

**AGENDA – NO STUDY SESSION TONIGHT**

- I. ROLL CALL
- II. **NO STUDY SESSION TONIGHT** for Forestville Water District Board Members. No formal action will be taken.
  - No study session will be held tonight.
- III. PUBLIC COMMENT
- IIII. NO ADJOURNMENT or need to reconvene into Regular Public Meeting:

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

Date: **Tuesday, October 9, 2018**  
Location: District Office - 6530 Mirabel Road, Forestville, California

Time: **5:30 PM**

**AGENDA**

- I. CALL TO ORDER: @ 5:30 p.m. by Chair Bandettini
- II. ROLL CALL: Directors Bandettini, Benyo, Morgan, Reha & McDermott were present.  
OTHERS PRESENT: G.M. Lopes, Dawn Leith, Gwen Taylor, Martin Hirsch/Perry Law Offices, David Long/Brelje & Race, Steve Pearson (ASR - N), Bill Bullard (Correspondence-Leak Adjustment)
- III. APPROVAL OF AGENDA: **MOTION** was made by Director Reha seconded by Director McDermott & passed 5-0-0 to approve Agenda with the following modifications: move ASR "N" before ASR "B".
- IV. STATEMENTS OF ABSTENTION: Chair Bandettini abstaining from ASR "E" – pertains directly to him. Director Reha abstaining from ASR "B" Closed Session –possibly concerns his wife, Gwen Taylor.
- V. PUBLIC COMMENT:  
(The public may address the Board at this time. Testimony is limited to three minutes.)
  - Bill Bullard (District Customer) spoke during this time regarding the letter his wife submitted (a copy of the letter is included under "Correspondence") requesting the Board to re-evaluate the Leak Adjustment formula. Mr. Bullard also thanked the Board for allowing his son, Stephen, to paint hydrants for his scout badge.
- VI. CONSENT ITEMS: **MOTION** was made by Director Reha, seconded by Director Benyo & passed 5-0-0 to approve Consent items #1 & # 2.
  - 1. Payment of Bills from September 2018 - Inquiry made by Director McDermott as to why there are two AT&T bills for the sewer plant. There are 2 lines for monitoring the sewer plant equipment and chemicals, therefore AT&T set the lines up as separate accounts.
  - 2. Financial (Investments) & Administrative Report
  - 3. Approval of Minutes: **MOTION** was made by Director McDermott, seconded by Director Benyo & passed 5-0-0 to approve the Minutes after the following corrections are made:
    - ASR "C" - Revisions of Procurement Policy only consisted of 1 item being revised, not 2. The allotment of \$500 for the District Office CSR/AA to be raised to \$1000 is only a temporary raise on verbal consensus until the new GM was hired.
    - ASR "A" - 3<sup>rd</sup> bullet item is revised to read "... not yet have an in-ground reservoir on their property to store recycled water."
    - Director McDermott recommended that in the future to include the approved dollar amount in the "Motion" and noted as such in the minutes.
- VII. ACTION ITEMS:
  - A. **BODEAN COMPANY – INSTALLING A LINE AT THEIR PROPERTY FOR RECYCLED WATER**  
-- See ASR VII-"A"
    - UPDATE: FWD Engineer Long has been reviewing space needs for tanker truck access to and from a new recycled water filling station at the treatment plant but he doesn't have an estimated cost for constructing the filling station. Any cost for construction would be borne by Bodean Company since the filling station would be established for their benefit.
    - GM Lopes noted that the sewer plant has a higher need to discharge recycled water during the winter season where Bodean's demand is the opposite; their need calls for higher usage during summer season so it wouldn't offer any needed relief for the plant's level during the winter months.
    - Director Morgan asked if FWD is required to conduct an environmental impact study. FWD Legal stated the District is not required to supply the study, unless, the District provided the service directly.
    - The cost of Bodean receiving recycled water through pipelines or installing a tanker standpipe will be absorbed solely by Bodean.

VII. ACTION ITEMS: (continued)

- B. CLOSED SESSION (under Gov't. Code #54957 & Gov't. Code 54957.6) (1) FWD PERSONNEL (2) EMPLOYEE SALARIES & BENEFITS**  
-- See ASR VII-"B"  
  - FWD Board entered into Closed Session at 6:14 pm.
  - FWD Board adjourned Closed Session & reconvened into Open Session at 7:00 pm and made the following announcement:  
The Board would like GM Lopes to conduct exit interviews with the recently exited employees. The Board will provide GM Lopes the names of those employees that are to have an exit interview.
- C. RESOLUTION #392: AMENDMENT OF RESOLUTION #391 - SIGNATURE AUTHORIZATION CHANGES**  
-- See ASR VII-"C"  
  - **MOTION** was made by Director McDermott, seconded by Director Morgan and passed 5-0-0 to approve Resolution #391 as presented.
- D. OLD OFFICE EQUIPMENT (DONATE, SELL OR DISPOSE)**  
-- See ASR VII-"D"  
  - The District cannot donate equipment because it would be considered gifting of public funds, which is not permitted.
  - GM Lopes will need to draft up a policy and create an inventory system (i.e. asset tag). In the meantime GM Lopes will obtain the fair market value for the equipment to possibly sell at an auction.
  - Per Director Reha, District employees and Board members cannot purchase equipment.
- E. COMPENSATION FOR INTERIM GENERAL MANAGER**  
-- See ASR VII-"E"  
  - **MOTION** was made by Director Reha, seconded by Director McDermott and passed 4-0-1 (Chair Bandettini abstained) to approve retro pay from Feb '18 to Jul '18 to compensate Chair Bandettini for Interim GM services during the time Forestville Water District was without an active General Manager.
  - At the Feb. 13, 2018 Board Meeting Director Reha inquired if Chair Bandettini could be compensated for Interim GM services during GM Froneberger's absence. At that time it was decided not to compensate Chair Bandettini because GM Froneberger's leave was to be short term along with allowing FWD Legal time needed to research if compensation was legal.
  - FWD Legal advised that, under the facts, it is legal to make Chair Bandettini's compensation retroactive to when it was first raised by the Board in February 2018.
  - Compensation not to exceed \$100/per day with 10 days maximum per month.
- F. NOVEMBER 13, 2018 PUBLIC HEARING NOTICES FOR ORDINANCE #65**  
-- See ASR VII-"F"  
  - FWD Office Staff mailed out as a special mailing on 9/28/18 along with posted on FWD website.
  - The Board of Directors want to draft up a letter to announce the hiring of our new GM & all the changes the District is making to improve our customer service.
- G. NPDES PERMIT & TIME SCHEDULE ORDER (TSO)**  
-- See ASR VII-"G"  
  - **UPDATE:** Goodwin gave an extension on the deadline for the District to comply since she originally gave incorrect dates. This new deadline will allow GM Lopes to finish reading the 116 page permit & do more research.
  - The biggest changes on the permit are the ammonia and nitrate concentration limits. The TSO provides 7 years to come into compliance with new limits which will require upgrades to the plant. FWD Engineer Long is preparing the Work Plan as the first Task required by the Time Schedule Order. He has concerns about the new permit requirement to monitor flow in Jones Creek and suggests attempting to have the requirement removed because of the expense, environmental hurdles and fact that the resultant flow data may have no bearing on the determination of final surface water discharge criteria. Effluent will need to meet new limits before a determination can be made regarding a discharge point - either Jones Creek or Green Valley Creek. He will have information for the Nov. 13 2018 meeting, but first the estimate of laboratory testing costs associated with the Work Plan are about \$30k.
- H. DISTRICT SEEKING GRANTS FOR COLLECTION SYSTEM, WATER SYSTEM & TREATMENT PLANT WITH ASSISTANCE OF RCAC**  
-- See ASR VII-"H"  
  - **UPDATE:** The application review process is moving slowly and is now with the new State Division of Financial Assistance Project Manager, Gabriel Berzamina. Tessa Lenz is reviewing the Environmental Package portion of the application. 80-90% of required Environmental docs were submitted in Feb '18 & the rest in May '18. FWD Engineer Long just recently submitted an updated cultural resources study to Tessa.
  - March 2019 is our goal to have commitment from the State for project funding. Funding may come from either Proposition 1 or Proposition 68. The application is for \$3 million. Funding will likely be 75% grant and 25% loan. The ratio of annual sewer rate to annual household income might be high enough to increase grant proportion. Timing for and means of disbursing funds from grant and loan portions will be stipulated in the State funding agreement.

**VII. ACTION ITEMS: (continued)**

- I. ORDINANCE 61 – DISCUSS IN FURTHER DEPTH ON HOW TO IMPLEMENT SINCE NEITHER PRMD, SO CO ASSESSORS & SO CO RECORDER HANDLE THE RECORDING TO ALERT TITLE COMPANIES**  
-- See ASR VII-"I"  
  - **UPDATE:** North Bay Realtor Association confirmed the FWD request to be added to their Supplemental Disclosure under the Private Sewer Lateral has been received and submitted to their lawyer who is currently revising all of their disclosures.
  - Director McDermott will investigate more on the county level for recording Ordinance 61 to show up on Title Reports.
- J. FWD WATER MAIN RELOCATION WITH WOHLER BRIDGE REPLACEMENT**  
-- See ASR VII-"J"  
  - **TABLED** – No updates or progress.
- K. SERVICE TO SALDANHA PROPERTY**  
-- See ASR VII-"K"  
  - **TABLED** until Nov. 13, 2018 to allow FWD Engineer Long and Chair Bandettini to contact Mr. & Mrs. Saldanha regarding the termination of service to their property.
- L. FWD ACCOUNTING PRACTICES; OPTIONS FOR POTENTIAL UPGRADES – OR – CHANGES FOR FWD BOARD TO CONSIDER**  
-- See ASR VII-"L"  
  - **UPDATE:** Dawn negotiated a new quote of \$76,043 that included an additional module and discounts which brought the quote \$134 below the original quote of \$76,177 that was approved by the Board at Sept. 11, 2018 Board Meeting.
  - Tyler Technologies also offers a cloud based document management system that the District will not purchase with the billing software package but will include when obtaining bids for a cloud based document system.
  - FWD Legal is still reviewing the Tyler Technologies sales contract and has concerns about Tyler Technologies' warranty and liability disclosure listed in Section G. Per Tyler Technologies Sales Rep, the contract is negotiable so FWD Legal will request for disclaimer #3-#5 to be removed from the sales contract.
- M. EL MOLINO HIGH SCHOOL INTERN/VOLUNTEER PROGRAM**  
-- See ASR VII-"M"  
  - **UPDATE:** Director Reha and FWD District office staff met with El Molino High School Career Counselor & Senior Project Coordinator, Leah, and West Sonoma County High School Union District's (WSCHSUD) WorkAbility Director, Sandy.
  - Starting 10/11/18, the WorkAbility Supervisor will bring 2-3 students on Tues & Thurs for 1.5 hr each day. WSCHSUD pays the students at no cost to FWD.
  - Mutual indemnifications - Parents have signed disclosure/authorizations, etc. WSCHSUD will provide FWD a Certificate of Liability Insurance and a contract that includes what tasks the students can and cannot do. FWD Legal approves all areas covered and FWD may move forward with participating in both programs.
- N. NEW POLICY FOR SUSPENDING OUTSIDE WATER SALES DURING A FIRE EMERGENCY OR LOW FLOW EVENT**  
-- See ASR VII-"N"  
  - **MOTION** was made by Director McDermott, seconded by Director Morgan & passed 5-0-0 to approve the final draft for suspending outside water sales during a fire emergency or low flow event.
  - Per FWD Engineer Long what are stated in the policy are suggestive terms of timing of when the District would suspend and reinstate. Hydraulic has not yet been calibrated for him to do the module to research more definitive terms.
  - Surplus Customer Steve Pearson feels the policy is adequate and fire support will go where they have to go to get the water.
- O. CORRESPONDENCE: ITEMS INCLUDED WITH FWD BOARD PACKAGES FOR FWD BOARD REVIEW**  
-- See ASR VII-"O"
- VIII. MONTHLY REPORT OF THE DISTRICT ENGINEERS, BRELJE & RACE.**  
  - District Engineer addressed the status of present projects throughout the Board Meeting.
  - Email received from FWD Staff re: Carter property. The contractor must conform to FWD policies and requirements not the reverse.
- IX. MONTHLY REPORT FROM FIELD OPERATIONS**  
  - See Field Operation's Report for October 9, 2018
- XI. SUB-COMMITTEE REPORTS**  
  - **UPDATE:** The next Sub-Committee Meeting with Graton CSD will be held at the FWD office on Thursday, October 25, 2018 at 5:00p.m.
- XII. OPEN DISCUSSION WITH NEW GENERAL MANAGER, TONY LOPES**

- Impressed with the District Staff. Aware of the morale issue which will be a top priority for him.
- Strength - a lot of experience in the field and as a business owner.
- Weakness - considers himself as reserved and well researched. However he can be doggish about pushing on what he believes in but, he will support the board's decision.
- Items he will be addressing and/or fixing:
  - 1) Condition of District building and surrounding areas are in need of a "face lift"
    - Bone yard and the SSZ plant need to be cleaned up and dispose of unnecessary parts, etc.
    - Standpipe leaking – has Cory getting supply list and ideas on how to anchor so it won't continue to leak
    - Address the duckweed issue in the ponds.
  - 2) Professionalism:
    - Uniforms – possible grey shirts and dark blue pants for the Operators. Operators can switch out of the uniform after work which will help eliminate bringing home biohazards on their clothing. Nice polo shirts for the office staff. All uniform shirts will have the Forestville logo embroidered on them.
    - Security - with the exception of locks there is no security in place or name badges to present to our customers.
    - Backflow – this year, testers will provide certificates of insurance when renewing their contracts with FWD.
  - 3) Staff Retention and Recruitment Appeal
    - Open door policy; not demeaning but not a push over either.
    - All staff works 4/10 schedules.
    - Offer Direct Deposit for payroll checks.
    - Improve On-call policy and pay. Current pay breaks down to .83/ hr; he would suggest raising the rate to \$3/hr. Structure of the policy is not an issue with the exception of only one operator currently on-call. Also possibly during winter, stagger the hours for better coverage and cut down on OT. Steve recalls it was based on feedback from Ops wanting higher hourly rate vs. on call rate and when the compensation package was set up it was comparably competitive to other small districts.
    - Handbook – needs revisions (i.e. – holiday pay)
    - The 3 yr highest compensation for CalPERS is good but 1 yr would be more appealing for a prospective employee.
    - Personnel files – happy to see Dawn purchased professional HR files and getting that in order.
    - Wants to prevent any further turn over by instilling professionalism and treating the employees well (i.e. – performance review).
  - 4) Technology/Efficiency:
    - State reporting and records for FWD are all currently paper form. Possibly upgrade to current technology for reporting/record keeping.
  - 5) Grants and other means to save the District money without cutting on quality
    - Refinance USDA loans inherited from SCWA.
    - Spoke with FWD's previous GM George Roberts and got some history of the District as well as when the District took over the sewer plant.

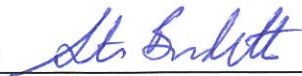

**XIII. DIRECTORS' REPORTS & CALL FOR FUTURE AGENDA ITEMS**

- No reports or call for future agenda items made by the Directors

**XVIII. ADJOURNMENT:**

- **MOTION** was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to adjourn the October 9, 2018 Regular Board Meeting at 8:38pm.

APPROVED: 11/13/18, 2018 Submitted by:   
Dawn Leith, District Administration

BY FWD BOARD OF DIRECTORS:  
X  X  X 