

Original

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

Date: **Tuesday, December 11, 2018**
Location: District Office - 6530 Mirabel Road, Forestville, California

Time: **5:00 PM**

AGENDA – NO STUDY SESSION TONIGHT

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

Date: **Tuesday, December 11, 2018**
Location: District Office - 6530 Mirabel Road, Forestville, California

Time: **5:30 PM**

AGENDA

- I. **CALL TO ORDER:** @ 5:32 p.m. by Chair Bandettini
- II. **ROLL CALL:** Chair Bandettini, Directors Benyo, Morgan, Reha and McDermott were present.
OTHERS PRESENT: G.M. Lopes, Gwen Taylor, Martin Hirsch/Perry Law Offices, David Long/Brelje and Race, Michael Cuoio (ASR B), Ken Smith (ASR B), and LuAnn Steele (District customer).
- III. **APPROVAL OF AGENDA:** **MOTION** was made by Director Morgan seconded by Director Benyo and passed 5-0-0 to approve the Agenda as presented.
- IV. **STATEMENTS OF ABSTENTION:** None
- V. **PUBLIC COMMENT:**
(The public may address the Board at this time. Testimony is limited to three minutes.)
- VI. **CONSENT ITEMS:** **MOTION** was made by Director Morgan, seconded by Director Benyo and passed 5-0-0 to approve Consent items as presented.
1. Payment of Bills from November 2018. Director Reha asked Staff to make sure there are notes in the memo of each payment/deposit in the future.
 2. Financial (Investments) and Administrative Report from November 2018
 3. Approval of Minutes from November 13, 2018 Regular Board Meeting
- VII. **ACTION ITEMS:**
- A. **BODEAN COMPANY – INSTALLING A LINE AT THEIR PROPERTY FOR RECYCLED WATER**
- GM Lopes is compiling information on Bodean using recycled water at the plant instead of potable at the standpipe.
- B. **FORESTVILLE PLANNING ASSOCIATION – DOWNTOWN PARK PLAN PROGRESS**
- Michael Cuoio, new President of the FPA, updated the Board on the progress of the downtown park.
 - The park plan has been thrown out due to the area being deemed wetlands.
 - The trail extension plans have been affected by the wetlands as well – the FPA will contact the Army Corp of Engineers to see if they will agree to build a bridge over the wetlands.
- **Before the Board entered Closed Session, FWD customer LuAnn Steele spoke to the Board about hooking up to the FWD sewer system. The Board requested GM Lopes have a meeting with Ms. Steele and her neighbor John Hughes regarding possible sewer hookups.
- C. **CLOSED SESSION (UNDER GOV'T CODE 54957.6) EMPLOYEE SALARIES AND BENEFITS**
- The Board entered Closed Session at 6:00pm and adjourned at 6:45pm.
 - The Board made the following statements:
 - a. Post for an additional Wastewater Operator II through the standard interview process.
 - b. Instructed GM Lopes to create a Compensation Tier for all District employees.
- D. **OLD OFFICE EQUIPMENT**
- GM Lopes made a few calls to see if anyone was interested in purchasing the old equipment; no one was interested.
 - The old office equipment will therefore be listed on the company Facebook page or Craigslist as free (donation).

- E. **FWD BOARD APPROVAL OF SIX (6) ANNUAL CONSTRUCTION CONTRACTS: (1.) D.W. ENTERPRISES, (2.) R.H. & SONS, (3.) VON RENNER CONSTRUCTION, (4.) MIKSIS, (5.) TELSTAR, AND (6.) PIAZZA**
- MOTION was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to approve the 2019 contracts for all 6 companies.
 - Director McDermott suggested an annual blanket Time and Materials Contract for each contractor as well.
- F. **ANNUAL REORGANIZATION OF FWD BOARD: ELECT NEW BOARD CHAIR AND VICE CHAIR**
- MOTION was made by Director Reha seconded by Director Benyo and passed 5-0-0 to re-elect Director Bandettini as Board Chair. MOTION was made by Director Reha seconded by Director Morgan and passed 5-0-0 to re-elect Director Benyo as Vice Chair.
- G. **UPDATE: NPDES PERMIT AND TIME SCHEDULE ORDER**
- MOTION was made by Director Benyo seconded by Director Reha and passed 5-0-0 to authorize FWD Engineer Long and GM Lopes to meet and then submit a work plan for the Time Schedule Order.
 - Per FWD Engineer Long the Title 22 Engineering Report has been conditionally accepted.
 - FWD Engineer Long has put a call into Cathy Goodwin and is waiting to hear back.
 - The Jones Creek plan was submitted.
- H. **FISCAL YEAR 2019/2020 PRELIMINARY BUDGET(S) REVIEW & UPDATE**
- FWD Engineer Long and GM Lopes met regarding the budget – Financials for FY 2017-2018 Actuals were handed out at this meeting.
 - Preliminary Budget Meeting will be held on January 9, 2019 at the FWD Office.
 - Director Reha requested Year-to-Date financials for July-December 2018 be ready for the preliminary meeting.
 - FWD Engineer Long will work on upcoming projects and capital improvements that will need to happen over the next 2-5 years.
- I. **DISTRICT SEEKING GRANTS FOR COLLECTION SYSTEM, WATER SYSTEM AND TREATMENT PLANT WITH ASSISTANCE OF RCAC**
- MOTION was made by Director McDermott, seconded by Director Benyo and passed 5-0-0 to approve the more detailed Debt Management Policy.
 - Two Debt Management Policies were drafted by FWD Legal Hirsch in preparation for the Board Meeting – one policy needed to be approved and sent with FWD Engineer Long to be submitted for the grant.
 - FWD Engineer Long received a call from Gabriel Berzamina at SWRCB Division of Financial Assistance who has reviewed the FWD application and considers it complete except for the Debt Management Policy.
- J. **ORDINANCE 61 – DISCUSS IN FURTHER DEPTH ON HOW TO IMPLEMENT SINCE NEITHER PRMD, SONOMA COUNTY ASSESSORS OR SONOMA COUNTY RECORDERS OFFICE HANDLE THE RECORDING TO ALERT TITLE COMPANIES**
- No new updates.
- K. **FWD WATER MAIN RELOCATION WITH WOHLER BRIDGE REPLACEMENT**
- No new updates.
- L. **SERVICE TO SALDANHA PROPERTY**
- MOTION was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to approve the letter to the Saldanha's that was drafted by FWD Legal Hirsch.
- M. **FWD ACCOUNTING PRACTICES; OPTIONS FOR POTENTIAL UPGRADES – OR – CHANGES FOR FWD BOARD TO CONSIDER**
- The purchase order for the Incode billing system was emailed on 11/15/18 and a fully executed contract was received in return. Tyler Technologies is coordinating the Project Management Team for implementation and will be in touch to schedule the kickoff meeting.
 - Director McDermott asked the FWD Staff to keep him involved in this process.
- N. **REVIEW LEAK ADJUSTMENT POLICY**
- MOTION was made by Director McDermott, seconded by Director Benyo and passed 5-0-0 to approve Ord. 66 as presented – to amend Ord. 58 One Time Leak Adjustment.
 - Per Legal Hirsch – build into the new Ordinance a statement that says if customers have had a leak in the last 6 months and did not qualify for an adjustment, they can reapply by filling out a new request.
 - Everyone will qualify for some kind of adjustment.
- O. **FWD EMPLOYEE HANDBOOK**
- MOTION was made by Director McDermott, seconded by Director Morgan and passed 5-0-0 to approve updating the Employee Handbook as advised.
 - GM Lopes advised updating the Employee Handbook to include the following:

UNCLASSIFIED

- a. Paragraph 4.04 needs to include Vision Benefits.
- b. Add wording to the Standby coverage referenced in paragraph 2.06 – on number 4 it should be stated that an employee shall live within 45 minutes of the facilities in order to perform standby duties.

P. BANK OF THE WEST

- On December 3rd, 2018, Board Chair Bandettini and Director Reha closed the three FWD accounts at Bank of the West.

Q. CORRESPONDENCE: ITEMS INCLUDED WITH FWD BOARD PACKAGES FOR FWD BOARD REVIEW

- The following three pieces of correspondence were included in the December 11, 2018 Board Packet:
 - Email from Ken Tam with the Sonoma County Regional Parks Department
 - Email from ACWA JPIA regarding a new bill that passed stating there are certain requirements for websites of Special Districts – also a copy of the bill.
- The following piece of correspondence was on the table for review:
 - a. Construction plans for extending the West County Trail from Pajaro Lane to Hwy 116 (referenced in the email from Ken Tam)

IX. MONTHLY REPORT OF THE DISTRICT ENGINEERS, BRELJE AND RACE

- District Engineer Long addressed on status of present projects throughout the Board Meeting.

**Director McDermott spoke about not finding any 2018 agendas on the FWD website. Gwen Taylor (Administration) stated the agendas were all posted and that she would look into this issue.

X. MONTHLY REPORT FROM GENERAL MANAGER

- See General Manager’s FWD Water and Wastewater Operations Report for December 11, 2018.

XI. SUB-COMMITTEE REPORTS

- FWD Sub-Committee members will report on status of present projects and/or standing of the Graton/FWD Sub-Committee.
- The next Sub-Committee Meeting with FWD and Graton CSD will be held at Graton on January 24, 2018 at 5:00pm.

XII. DIRECTORS’ REPORTS AND CALL FOR FUTURE AGENDA ITEMS

XIII. ADJOURNMENT:

- **MOTION** was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to adjourn at 8:15pm.

APPROVED: Jan 8, 2019 ~~2018~~ Submitted by: Gwen Taylor
Gwen Taylor, District Administration

BY FWD BOARD OF DIRECTORS:
X [Signature] X [Signature] X [Signature]