

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

Date: **Tuesday, December 12, 2017**
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** was needed so no need to reconvene into Regular Public Meeting:

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

Date: **Tuesday, December 12, 2017**
Location: District Office - 6530 Mirabel Road, Forestville, California

Time: **5:30 PM**

AGENDA

- I. CALLED TO ORDER: @ 5:30 p.m. by Chair Bandettini
- II. ROLL CALL Directors Bandettini, Benyo, Morgan, Reha and McDermott (see ASR A) were present.
OTHERS PRESENT: G.M. Froneberger, Judy Evans, Dawn Colen-Leith, Martin Hirsch-Perry Law Offices, David Coleman for David Long -Brelje & Race, David Clemmer/President of Graton District (Item XI), Ray & Karlene Albrittons (ASR D), Brian Martens/FPA (ASR C).
- III. APPROVAL OF AGENDA: **MOTION** was made by Director Reha seconded by Director Benyo and passed 4-0-1 (McDermott not sworn in yet-See ASR "A") to approve the Agenda with following modification: correct ASR "B" to reflect 5 (five) Annual Construction Contracts for 2018 & ASR "R" Need to change verbiage- Not a Sub-Committee meeting but Fact Finding meeting for the 2018-2019 Preliminary Budget..
- IV. STATEMENTS OF ABSTENTION: Chair Bandettini abstaining from Action Item "D" – involves his neighbor.
- V. PUBLIC COMMENT: None
(The public may address the Board at this time. Testimony is limited to three minutes.)
- VI. CONSENT ITEMS: **MOTION** was made by Director Benyo seconded by Director Morgan and passed 4-0-1 (McDermott not sworn in yet-See ASR "A") to approve the following Consent Items as presented.
 - A. Payment of Bills from November 2017- GM explained why Hydrant replacement was on the high end of cost
 - B. Financial (Investments) & Administrative Report
 - C. Approval of Minutes
 1. Minutes of November 14, 2017 Regular Board Meeting
- VII. **ACTION ITEMS:**
 - A. **OATHS OF OFFICE WILL BE ADMINISTERED FOR THE FOLLOWING** (resulting from November 7, 2017 election)
-- See ASR VIII-"A"
 - Sworn in by GM Froneberger: (1.) DIRECTOR BANDETTINI –AND- (2.) DIRECTOR MORGAN (both Incumbents ran unopposed 11-7-17) –and- (3.) Newly elected MATTHEW MCDERMOTT who ran unopposed in the 11-7-17 election for the seat previously held by Director Alvin Hasin.
 - B. **FWD BOARD APPROVAL OF FIVE (5) ANNUAL CONSTRUCTION CONTRACTS FOR 2018:**
-- See ASR VIII-"B"
 - **MOTION** was made by Director Reha seconded by Director Benyo and passed 5-0-0 to approve Ordinance #61 – Sewer Lateral Inspections for adoption as presented tonight.
 - 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 FIVE (5) local contractors (D.W. Enterprises, R.H. & Sons, Von Renner Construction, Telstar and Miksis Services, Inc.) who are often hired by FWD as needed for maintenance and repair services. The current contracts with FWD expire at the end of 2017 and new contracts for 2018 need to be issued - if approved by the Board. **CURRENT CONTRACTS WILL EXPIRE ON DECEMBER 31, 2017.**
 - GM Froneberger explained to help expedite process when contractors are needed & may be adding a few more to list for the testing/ ACLC Compliance

VII. ACTION ITEMS: (continued)

C. UPDATE: FORESTVILLE PLANNING ASSOCIATION REQUEST FOR WAIVER OF FWD WATER AND SEWER CONNECTION FEES (\$17,567.61) FOR FORESTVILLE OPEN SPACE – DOWNTOWN PARK IN RETURN FOR EASEMENT CONSIDERATION

-- See ASR VIII-"C"

- **UPDATE:** District Engineer Long provided description of easement across the open space park. Still need drawings for location of restrooms and water fountains, following, District can determine size and location of water and sewer service connections.
- Meeting w/Adobe, FPA & PMRD tent. Late Jan/early Feb. GM welcome to come. B&R should also attend to see if that will help eliminate possible need for staking. B&R will hold off on executing Legal Description until after that meeting.
- Chair Bandettini & the Board want to be prudent with the spending cost for future along with wanting to review costs.

D. UPDATE: LEASE OF PROPERTY OWNED BY FWD UPON WHICH THE ALLBRITTON'S ARE CURRENTLY STORING THEIR HEAVY EQUIPMENT (RANCHO MOLINO TRAIL)

-- See ASR VIII-"D"

- **MOTION** was made by Director Benyo seconded by Director Morgan and passed 5-0-0 to Table to give Allbritton more time to find insurance & draft lease to Ray's Drilling not to Ray & Karlene as the Lessee.
- **UPDATE:** After final vetting by Albrittons, the lease agreement is ready for signature by them and the Board. District Engineer provided final description of the land in question.

E. UPDATE: OUTSIDE SERVICE AGREEMENT FOR WATER PROVIDED TO SALDANHA PROPERTY THROUGH SANTA ROSA AQUEDUCT LINE (SCWA CUSTOMER BEING BILLED BY FWD)

-- See ASR VIII-"E"

- **TABLED:** Consensus to table after review of history & liability scenarios.

F. UPDATE: HIRING PROCESS FOR FWD OFFICE ASSISTANT (AS OF JANUARY 2018)

-- See ASR VIII-"F"

- **UPDATE:** Thirty-three (33) resumes were received by the November 30, 2017 deadline and have been reviewed by G.M. Froneberger. Interviews for four (4) candidates have been scheduled for December 14, 2017

G. FWD BOARD APPROVAL FOR SALARY INCREASE FOR CURRENT FWD CUSTOMER SERVICE REP. / ADMINISTRATIVE ASSISTANT WHO IS TRANSITIONING TO OFFICE MANAGER (AS OF JANUARY 2018)

-- See ASR VIII-"G"

- **TABLED** till January Board Meeting. This item needs to be conducted as a Closed Session.
- G.M. Froneberger and current Office Manager, Judy Evans, requested FWD Board approval for a five percent (5%) salary adjustment (increase) for current FWD Customer Service Representative/Administrative Assistant, Dawn Colen-Leith, as she transitions into the role of FWD Office Manager.

H. UPDATE: DRAFT FWD PROCUREMENT POLICY FOR FWD BOARD CONSIDERATION AND POSSIBLE ADOPTION

-- See ASR VIII-"H"

- **UPDATE:** Draft reviewed but need to do some revision to be done & presented at January Board Meeting.

I. UPDATE: DRAFT OF FWD REPORT OF WASTE DISCHARGE (ROWD) TO REGIONAL WATER BOARD FOR APPROVAL DECEMBER 13, 2017

-- See ASR VIII-"I"

- **UPDATE:** On December 27, 2017, following consultation with District Engineer long, GM Froneberger submitted comments for review by the NCRWQCB as part of the re-permitting process (attached). Permit tentatively scheduled for January or February meeting of the NCRWQCB. GM Froneberger will attend when noticed.
- GM Froneberger handed out to the board the doc email to Chair & Legal which will be included in Jan's board packet.

J. UPDATE: RFP FOR EXTERIOR PAINTING OF THE DISTRICT OFFICE

-- See ASR VIII-"J"

- **UPDATE:** Completed with the exception of a few areas needing touch up & putting the numbers back up which are currently being sanded down & repainted.

VII. ACTION ITEMS: (continued)

K. OFFICE POLICY MANUAL CREATION

-- See ASR VIII-"K"

- **UPDATE:** GM Froneberger has reviewed several District Policy Manuals from different special districts throughout the State. GM is looking for input from Board members for items of interest to include. GM is currently working on an outline of items to be covered in the manual. GM will also incorporate the current policies that the District has previously approved
- CSDA has come up w/a new handbook that can be used as template. Graton using to recreate/update theirs. GM working on getting all Board access to CSDA. David Clemmer will forward email to GM to assist with this.
- GM handed out ACWA/JPIA handout.
- Consensus – Review CSDA & present to next meeting.

L. INDEPENDENT AUDITING SERVICES FOR FWD MUST BE CHANGED AT LEAST EVERY SIX (6) YEARS

-- See ASR VIII-"L"

- **UPDATE:** It has come to the attention of FWD that an Assembly Bill was passed regarding Special Districts and the length of time an Independent Auditor can be used (maximum six years) before it needs to change Auditors.
- On December 1, 2017 GM spoke with William Soper regarding the requirements in question. William Soper to provide a letter that explains that the Forestville Water District is exempt from this mandate (attached). As long as FWD doesn't receive \$300k annually from Federal Government, FWD will remain Exempt. The grants FWD is applying for, are State so still won't apply. Legal not sure if Expenditure of Federal \$ includes Federal Bonds/loans. If Federal Bonds/loans do, that's when the clock starts for Will Soper.

M. UPDATE: FEMA (CAL OES) REIMBURSEMENT MAY BE POSSIBLE FOR FWD FLOOD RELATED EXPENSES FOR FWD FROM JANUARY 3 – 12, 2017 & A 2ND REIMBURSEMENT FROM FEBRUARY 1 – 23, 2017 –ALSO- POSSIBLE FUNDING OPPORTUNITY FROM THE HAZARD MITIGATION GRANT PROGRAM

-- See ASR VIII-"M"

- **UPDATE:** FWD has received **\$27,600** from "Federal" Public Assistance and **\$7,590** from "State-California Disaster Assistance for a **total of \$35,190** reimbursement from FEMA claim #4301 covering Jan. 3-Jan. 12, 2017 floods. FWD received \$5,329 today for FEMA Event # 4308 covering Feb. 1-Feb. 23, 2017 floods.

N. UPDATE: ADMINISTRATIVE CIVIL LIABILITY COMPLAINT (ACLC) ISSUED BY NCRWQCB FOR THE PERIOD COVERING JULY 1, 2008 THROUGH DECEMBER 1, 2015: PROPOSED COMPLIANCE PROJECT SUBMITTED: **SMOKE TESTING OF SEVERAL AREAS WITHIN DISTRICT: AS PART OF COMPLIANCE PROJECT

-- See ASR VIII-"N"

- **TABLED:** This Agenda Item has been Tabled until the project resumes tentatively January-February 2018

O. UPDATE: DISTRICT SEEKING GRANTS FOR COLLECTION SYSTEM, WATER SYSTEM AND TREATMENT PLANT WITH ASSISTANCE OF RCAC

-- See ASR VIII-"O"

- **UPDATE:** On November 27th, 2017 RCAC has submitted an application to the FFAST (Financial Assistance Application Submittal Tool) for consideration. SWRCB will assign a project manager to the project, at which point the District will be contacted with next steps to be taken.

P. RESOLUTION 383: FWD BOARD ADOPTION OF RESOLUTION NO. 383 (to update Resolution #380) TO CHANGE BANK / FINANCIAL INSTITUTION(S) SIGNATURE CARDS SIGNERS

-- See ASR VIII-"P"

- **MOTION** was made by Director Reha seconded by Director Benyo and passed 5-0-0 to adopting Resolution No. 383, to remove Alvin Hasin and add newly appointed FWD Board Member Matthew McDermott to the FWD Bank Accounts; and remove Judy Evans and replace with Dawn Colen-Leith.
- Bank no longer allows Judy to have signature cards signed at meeting so everyone will need to go to the bank.

Q. UPDATE: FWD ACCOUNTING PRACTICES: OPTIONS FOR POTENTIAL UPGRADES –OR- CHANGES FOR FWD BOARD TO CONSIDER

-- See ASR VIII-"Q"

- **TABLED:** Consensus to wait until FWD can find better systems to not only save the District & customers money but that will also be efficient
- Office staff provided scenarios & went over with the board.

VII. ACTION ITEMS: (continued)

R. UPDATE: FWD FISCAL YEAR 2018/2019 PRELIMINARY BUDGET(S) REVIEW & UPDATE

-- See ASR VIII-"R"

- **UPDATE:** Fact finding meeting held on December 8, 2017 to collect data & review data. Still need to finish reviewing Water then move onto Sewer before conducting Ad-HOC Metering.
- The importance of keeping the two same members is because it's been 4yrs & they are still learning & truly just grasping how to hone in on true cost & precise projected budget.
- New items for this year is to bring focus on Brown Act, along with GM needing to review invoices to ensure proper coding to reflect invoices to actual projects so those costs are reflected on the budgets properly especially below the line projects, etc.
- Next meeting – afternoons Tues, Wed or Thurs best for Reha. Afternoons good for Bandettini

S. UPDATE: BID PROCESS FOR FWD ACQUISITION OF FOURTH (4TH) FWD PICK-UP TRUCK

-- See ASR VIII-"S"

- **TABLED** until truck arrives. Shipped from Factory arrived at Diamond (installing body) approx. Jan arrival to FWD

T. ANNUAL REORGANIZATION OF FWD BOARD: ELECT NEW BOARD CHAIR AND VICE CHAIR.

-- See ASR VII-"T"

- **MOTION** was made by Director Reha seconded by Director Morgan and passed 5-0-0 to close election with re-elect Director Bandettini as Chair & Director Benyo as Vice Chair.
- 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.
- Chair Bandettini thanked the board for their time & professionalism. Director Reha also express his gratitude.
- Director Benyo nominated Chair Bandettini to continue as Chair. Director Morgan seconded
- Director Reha nominated Vice-Chair Benyo to continue as Vice-Chair. Director Morgan seconded

U. ETHICS TRAINING FOR FWD BOARD OF DIRECTORS

-- See ASR VIII-"U"

- **UPDATE:** Every two years Ethics Training is required for all Board Members.
- **REMINDER:** Director Morgan has until February 2018 to complete his Ethics Training. Director Reha completed & turned in today. Director McDermott already completed his prior to being to being sworn in.

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

-- See ASR VIII-"V"

- 1.) FWD Ordinance #60: Master Fee Schedule adopted 11-14-17 & published in Sonoma West Times on 11-23-17.
 - 2.) FWD Ordinance #61: Sewer Lateral Inspection adopted 11-14-17 & published in Sonoma West Times on 11-23-17.
 - 3.) Cal PERS circular letter: Asset Liability Management, Election Results, Terminated Agency Pool, New tools and functions, SS Benefits.
 - 4.) Letter requesting support: Dr. David Cehrs – Chairman ACWA Agriculture Committee
 - 5.) Upcoming webinars through ACWA-JPIA
 - 6.) JPMorgan investments review of management fees
 - 7.) Special District Leadership Academy: June 8-11, 2018, scholarships available
 - 8.) The Forestville Chamber of Commerce
- Handed out So Co Prop Tax revenue \$2900 loss for FWD due to fire. Legal-not worth disputing/challenge but county has at will to do such actions.

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

DESCRIPTION: District Engineer will report on status of present projects.

- (a.) UPDATE: Engineering Services for "Water" & "Wastewater" Projects. ACLC-Sewer target main from Van Keppel to FUSD to plant
 - (b.) Grant funding – finalizing tech report. Hand off to enviro planner which will take approx. 2 mo to become exempt some of the cross countries maybe problematic crossing enviro sensitive areas may be additional planning. Lining can be exempt pipe bursting maybe/maybe not
- Had nothing more to add – other than those items he addressed throughout the Board Meeting
 - Easement descriptions for FPA & Allbritton. FPA need to fix to show Utilities vs Sewer.

IX. MONTHLY REPORT FROM GENERAL MANAGER FRONEBERGER

DESCRIPTION: General Manager Froneberger to provide the current month report on FWD Water & Wastewater Operations.

- 1.) See General Manager's Report for November 11, 2017
- G.M. Froneberger reviewed each item from his General Manager Report with FWD Board tonight.
 - Hydrant replacement, 2 new meter effluent young site & Fascia replacement

X. SUB-COMMITTEE REPORTS

- **UPDATE:** Next Sub-Committee Meeting with Graton CSD held on Thursday, January 25, 2018 at 5:00 p.m. @ Graton (Labor Center).

XI. DIRECTORS' REPORTS AND CALL FOR FUTURE AGENDA ITEMS: NONE

XII. ADJOURNMENT MOTION was made by Director Benyo seconded by Director Reha and passed 5-0-0 to adjourn the November 14, 2017 Regular Board Meeting at 7:58 p.m.

APPROVED: _____, 2017

Submitted by: _____
Judy Evans, FWD Office Manager & Clerk of Board

-and-

Dawn Colen-Leith, FWD Customer Service/Admin Asst.

BY FWD BOARD OF DIRECTORS:

X _____ X _____ X _____

cc: Minutes scheduled to be approved by FWD Board at their January 11, 2018 Board Meeting:
Directors Bandettini, Benyo, McDermott, Morgan and Reha

Others: Malcolm Manwell – Perry Law Offices
David Long – Brelje & Race
Steve Pearson (complete Board Package requested again 5-6-16)
FWD General Manager
Board Package Binder

- hand-delivered 1-8-2018
- emailed 1-8-2018
- emailed 1-8-2018
- emailed 1-8-2018
- left on Office counter 1-8-2018
- inserted 1-8-2018

/je:Minutes-Jan. 8, 2018