



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

Date: **Tuesday, February 12, 2019**  
 Location: District Office - 6530 Mirabel Road, Forestville, California

Time: **5:00 P.M.**

**AGENDA – STUDY SESSION**

- I. **ROLL CALL:** Chair Bandettini, Directors Benyo, Morgan, Reha and McDermott were present.  
 OTHERS PRESENT: G.M. Lopes
- II. **STUDY SESSION** for Forestville Water District Board Members. No formal action was taken.
  - G.M. Lopes conducted the Water Distribution Procedure Training with the Board of Directors.
- III. **PUBLIC COMMENT:** None
- IIII. **ADJOURNMENT:** @ 5:28 p.m.

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

Date: **Tuesday, February 12, 2019**  
 Location: District Office - 6530 Mirabel Road, Forestville, California

Time: **5:30 P.M.**

**AGENDA**

- I. **CALL TO ORDER:** @ 5:30 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, FWD Engineer Long, Jack and Shirley Long (ASR A), Robert Cobbold (ASR A), Joe Bartolomei/Farmhouse Inn (ASR B), Pat Larsen and Alexia Sokolov (public comment).
- III. **APPROVAL OF AGENDA: MOTION** was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to approve the Agenda as presented.
- IV. **STATEMENTS OF ABSTENTION:** None
- V. **PUBLIC COMMENT:** FWD Customer Alexia Sokolov spoke regarding the FWD billing system. She feels it is an unfair system to those who conserve water and do not use anywhere close to the 10,000 gallon maximum for two months; she conserves water but FWD offers no discounts for doing this.
- VI. **CONSENT ITEMS: MOTION** was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to approve Consent items as presented.
  - 1. Payment of Bills from January 2019.
  - 2. Financial (Investments) and Administrative Report
  - 3. Approval of Minutes from January 2019 Regular Board Meeting
- VII. **PUBLIC HEARING:** No Public Hearing
- VIII. **ACTION ITEMS:**
  - A. **REQUEST TO BE ANNEXED INTO THE DISTRICT FOR WATER**
    - Jack and Shirley Long on Russell Lane in Forestville have a well that is drying up and asked to be annexed to FWD's water system.
    - They have contacted SCWA about digging around the high-pressure line in that area.
    - The Long's brought a map that was not included in the board packet.
    - There is a potential of 5 houses on Russell that may be interested in hooking up to water.
    - A designated area owned by multiple people is used for agriculture only.
    - FWD needs to know what PRMD and Lafco says before proceeding.
    - Legal Hirsch will research what legally poses a hardship for the Longs.
  - B. **FARMHOUSE INN – CONNECTING TO SEWER**
    - The Farmhouse Inn applied for an Outside Service Agreement in 2008 – they received approval from PRMD at the time, but at some point PRMD changed its mind.
    - Joe Bartolomei from the Farmhouse asked if he had support from the Board regarding annexing to the FWD sewer system – the Board does support this but needs to know exactly what the future plans are for the inn.

- C. **FWD BOARD ACCEPTANCE AND APPROVAL OF FINANCIAL STATEMENTS FROM THE INDEPENDENT AUDIT DONE BY BLOMBERG & GRIFFIN FOR FISCAL YEAR ENDING JUNE 30, 2018**
- MOTION was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to approve the Fiscal Year 2017-2018 FWD Audit as presented.
  - FWD Engineer asked that a pdf version of the Audit be emailed to him.
- D. **FISCAL YEAR 2019/2020 PRELIMINARY BUDGET(S)**
- The initial information gathering session took place on January 9, 2019.
  - The Budget Committee scheduled the second information gathering session for Tuesday, February 19<sup>th</sup> at 2:00pm.
- E. **FWD BOARD DIRECTION-AND-APPROVAL NEEDED FOR TWO (2) FWD “WATER” INVESTMENTS WITH J.P. MORGAN SECURITIES, LLC THAT WILL BE MATURING ON FEBRUARY 25, 2019**
- MOTION was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to approve reinvesting the two CD’s with J.P. Morgan Securities, LLC.
  - J.P. Morgan’s interest rate for 2 years was 2.6%. Umpqua Bank’s interest rate was 2.3%.
- F. **RECYCLED WATER PICK-UP AT THE SEWER TREATMENT PLANT**
- GM Lopes met with Charlie Young from Bodean Co. – they would save \$5800 per year if they start picking up recycled water at the sewer plant as opposed to potable water at the standpipe.
  - FWD would need to do an Outside User Agreement with Bodean.
  - Per FWD Engineer Long, Title 22 would need to be amended before allowing Bodean to take recycled water.
  - GM Lopes will need to contact the Regional Water Board; FWD will need to show that the recycled water is being taken and used appropriately and would still be our responsibility to oversee.
- G. **ETHICS AND SEXUAL HARASSMENT TRAINING**
- FWD Staff confirmed with ACWA/JPIA and Legal that the Directors are mandated to complete 2 hours of Sexual Harassment Prevention (AB1825 which also includes AB1661-2006 requirements) only if a director has received any type of compensation from the District. One or more Directors received compensation in 2018, therefore all Directors must complete this training.
  - The ASR stated that the Directors had until March 31, 2019 to complete Sexual Harassment Training – the correct date is February 28, 2019.
  - Currently the General Manager and CPO must complete both the Sexual Harassment and Ethics training no later than March 31, 2019 to be in compliance.
  - Ethics Training (AB1234) is to be completed within 6 months of being sworn in or hired and every two years thereafter for Directors, GM and CPO.
- H. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
- The Time Schedule Order has two parts:
    1. The Ammonia & Nitrate Study and Work Plan – FWD Engineer Long is filling out the grant application
    2. Sampling for cyanide in the wastewater
- I. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
- FWD Engineer Long stated we may know if we got the grant by the end of March. At worst, 25% of total will be loan, 75% grant.
  - The FWD budget and audit are needed for the grant application.
- J. **FWD WEBSITE**
- The FWD Staff reorganized rows and headers of the Agenda/Minutes page to work for both laptops and smartphones.
  - PRA was added to the Agenda/Minutes page along with the link on the Home Page for the current agenda.
  - Once all Directors have activated their new emails, FWD Staff will list the emails on the Directors Page.
  - The FAQ page was updated with the current rates.
- K. **ORDINANCE 61-IMPLEMENTATION OF ENFORCEMENT**
- Director McDermott left a message for Alex Rosa with PRMD and is waiting to hear back.
- L. **FWD WATER MAIN RELOCATION WITH WOHLER BRIDGE REPLACEMENT**
- GM Lopes sent a concurrence letter to Sonoma County DOT and Public Works describing FWD’s plans for the Wohler Bridge line abandonment.
  - A copy of the letter and a map of the area were included with the board packet.
- M. **SERVICE TO SALDANHA PROPERTY**
- FWD Legal Hirsch and FWD Engineer Long received separate calls from Aaron Baker, the attorney for the Saldanha’s, to see if there was a creative solution to still provide service to the Saldanha’s property.

- April 5, 2019 is the cutoff date for service to the Saldanha property.

**N. FWD ACCOUNTING PRACTICES: OPTIONS FOR POTENTIAL UPGRADES-OR-CHANGES**

- The Project Planning Meeting for the FWD new billing system was held via phone conference on January 31, 2019.
- FWD Staff asked Tyler Tech to provide some demos on certain functions of the Incode program.
- Certain information may not be convertible from FWD's current utility billing and accounting programs to the new Incode program – FWD Staff is sending over lists in certain formats to see if this information can be converted.
- Tyler Tech stated if certain conversions cannot be done, then FWD would not have to pay for those conversions. Director McDermott asked for an itemized list of those savings as well as make sure it is stated in writing (in the contract) that FWD will not have to pay for those conversions.
- It will take approximately 9-12 months to have the Incode program completely installed and functioning.
- FWD Staff will have phone conferences approximately every two weeks with the team from Tyler Tech.
- Staff asked about remitting payment for the One-Time Fees and Annual Fees – Tyler requested initial payment of the Annual Fees immediately and One-Time Fees as those modules are installed. The Board feels payment of the Annual Fees at the beginning does not make sense.

**O. ANNUAL STATEMENT OF ECONOMIC INTERESTS FOR JANUARY 1, 2018 THROUGH DECEMBER 31, 2018**

- FWD Staff received an email from the County Board of Supervisors asking for an updated list of Directors and corresponding emails; the Form 700 filing is now available to file online.
- FWD Directors are in the process of converting to new emails so the Board requested to paper file for 2018 and start e-filing for 2019.

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

- **MOTION** was made by Director Morgan, seconded by Director Reha and passed 5-0-0 to approve keeping Director Benyo as the Designated Representative for FWD with ACWA/JPIA.
- Director Benyo has been acting as the Designated Rep for ACWA/JPIA for FWD.

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

- A letter from the CSDA regarding information for the Board of Directors was included with the board packet.
- Two handbooks were on the table for review (mailed with the CSDA letter):
  1. Special District Board Member Handbook
  2. CSDA's 2019 Special District Leadership Academy Conference

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

- District Engineer Long asked the FWD Board to raise his fee from \$150.00 to \$500.00 to attend the Board Meetings.

**X. MONTHLY REPORT FROM GENERAL MANAGER**

- See General Manager's FWD Water and Wastewater Operations Report for January 2019.

**XI. SUB-COMMITTEE REPORTS**

- FWD Sub-Committee members reported on status of present projects and/or standing of the Graton/FWD Sub-Committee.

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

- None

**XIII. ADJOURNMENT:**

- **MOTION** was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to adjourn at 8:21 p.m.

APPROVED: MARCH 12, 2019 Submitted by: Gwen Taylor  
Gwen Taylor, District Administration

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

