



MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

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

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

AGENDA – NO STUDY SESSION TONIGHT

- I. ROLL CALL
- II. **NO STUDY SESSION TONIGHT** for Forestville Water District Board Members. No formal action was taken.
- III. PUBLIC COMMENT
- III. ADJOURNMENT and reconvene into Regular Public Meeting as follows:

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

Date: **Tuesday, March 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.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to move ASR "P" before ASR "A".
- IV. **STATEMENTS OF ABSTENTION:** None
- V. **PUBLIC COMMENT:** None
- VI. **CONSENT ITEMS: MOTION** was made by Director Reha, seconded by Director McDermott and passed 5-0-0 to approve Consent items as presented. GM Lopes stated that he will work with District Staff to clean up the Chart of Accounts in Quickbooks.
 - 1. Payment of Bills from February 2019.
 - 2. Financial (Investments) and Administrative Report
 - 3. Approval of Minutes from February 2019 Regular Board Meeting
- VII. **PUBLIC HEARING:** No Public Hearing
- VIII. **ACTION ITEMS:**
 - A. **REQUEST TO BE ANNEXED INTO THE DISTRICT FOR WATER**
 - GM Lopes spoke with Carol from LAFCO regarding the Long's request to annex.
 - LAFCO will contact the Longs, who need to continue the process with LAFCO and the County.
 - Per LAFCO, may be hard for the Longs to prove hardship.
 - B. **FARMHOUSE INN – CONNECTING TO SEWER**
 - GM Lopes spoke to Joe Bartolomei from the Farmhouse Inn, who is continuing his communication with the County.
 - Joe called GM Lopes to see if FWD had bi-laws stating that if someone was already a water customer, then they could go forward with connecting to sewer.
 - Per Legal Hirsch, FWD does not have by-laws.
 - Per Legal Hirsch, FWD can give the Farmhouse Inn a letter stating if they follow certain conditional steps, then FWD may be able to provide service to sewer.
 - C. **RESOLUTION #395: AMENDMENT OF RESOLUTION #392 – SIGNATURE AUTHORIZATION CHANGES**
 - **MOTION** was made by Director Morgan, seconded by Director Benyo and passed 5-0-0 to approve Resolution #395 as presented.
 - Director Reha asked if he should abstain from voting since his wife works at the District Office and is listed on the resolution. Per FWD Legal Hirsch, it is not necessary for him to abstain from this vote.

- D. **2019/2020 PRELIMINARY BUDGET(S): (1.) FWD BOARD ADOPTION OF FY 2019-2020 PRELIMINARY “WATER” & “SEWER” BUDGET(S) – AND (2.) SET MAY 14, 2019 AS PUBLIC HEARING DATE FOR INPUT PRIOR TO FWD BOARD ADOPTION OF PROPOSED WATER & SEWER RATE INCREASES – EFFECTIVE JULY 1, 2019**
- **MOTION** was made by Director McDermott, seconded by Director Benyo and passed 5-0-0 to tentatively approve a rate increase for “Water” by 6% pending the Prop 218 process and to approve the Preliminary Budget for “Water”, pending one error found by FWD Engineer Long that needs to be corrected.
 - **MOTION** was made by Director McDermott, seconded by Director Benyo and passed 5-0-0 to tentatively approve a rate increase for “Sewer” pending the Prop 2018 process and to approve the Preliminary Budget for “Sewer” as presented.
 - On the Reserve Account for “Sewer” there is a new projected expense – “MMP for Cyanide”, budgeted at \$30k.
 - For the “Sewer” Reserve Fund it is more about the numbers as opposed to percentages – it is important to maintain or increase reserves to repair/replace any known big items coming up.
 - Director McDermott asked if there was a cap or max on any one reserve account and questioned the amount budgeted for Maintenance; he thinks the number is too small based on what has been currently spent and what will need to be spent on preventive in the future. Director Reha answered that money will come with the Grant to cover these maintenance/replacement items.
 - Per FWD Engineer Long the final structure of the grant/loan will hopefully come in May. The Grant portion will be spent first then loan payments will begin 1 year after FWD receives the loan.
- E. **FORESTVILLE YOUTH PARK RECYCLED WATER USE AGREEMENT – EXPIRES 4-30-19**
- **MOTION** was made by Director Reha, seconded by Director Morgan and passed 4-0-1 to approve the addendum to extend the Recycled Water Use Agreement for another three years subject to additional language added on Recital A as instructed by FWD Legal Hirsch.
 - Director McDermott abstained from voting.
 - GM Lopes spoke to Von Renner and Scotty with the Forestville Youth Park regarding the Addendum to the existing contract expiring on April 30, 2019.
 - Director Reha believes discounting the recycled water for the Youth Park benefits the Forestville customers and community since the park is community-owned.
- F. **RECYCLED WATER PICK-UP AT THE SEWER TREATMENT PLANT**
- Bodean wanted to do a test run at the plant; FWD agreed to let them do one run, but they have not been out to the plant yet.
 - FWD Engineer Long was asked if the levee would hold up under extra traffic; it depends on how much traffic, so he will be involved with approving the process.
- G. **ETHICS AND SEXUAL HARASSMENT TRAINING**
- FWD Directors are completing the Sexual Harassment Training.
- H. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
- **MOTION** was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to approve Resolution #396- Appointment of Authorized Representatives.
 - Grant application documents were available for signature by FWD Board Chair Bandettini.
 - FWD Engineer Long is preparing to apply for the planning grant, which is a more streamlined process and requires Resolution #396.
 - Resolution #396 authorizes the GM and Board Chair to sign forms and turn in the application.
- I. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
- FWD Engineer Long stated that we don’t meet the definition of a “water supplier” on the application because we are too small, therefore not “urban”.
 - Attachment T-6 was available for signature by FWD Board Chair Bandettini.
- J. **ORDINANCE 61-IMPLEMENTATION OF ENFORCEMENT**
- Director McDermott and GM Lopes met with Alex Rosas (Engineering Dept) and Ken Murphy (Permit Dept) at the County and provided them with a copy of Ordinance 61.
 - Both Rosas and Murphy will meet with their Chief and propose FWD have a MOU with the County to trigger a certification be required from us when someone applies for a building permit.
 - GM Lopes will see if other districts require inspections of customer’s private sewer laterals every 10 years.
 - The FWD Board instructed GM Lopes to look for alternatives to Ordinance 61 and to research what other communities are doing regarding this issue.
- K. **FWD WATER MAIN RELOCATION WITH WOHLER BRIDGE REPLACEMENT**
- GM Lopes stated that the easiest way to cut the line is at a valve or flange – the better spot would be in the corner where Wohler Road and River Road come together.

- GM Lopes is working with Dyanna from Brelje & Race to assess the best way to cut the line on our side of the bridge.

L. SERVICE TO SALDANHA PROPERTY

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

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

- **MOTION** was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to proceed with terminating the contract with Tyler Technologies and instructing FWD Legal Hirsch to write a “For Cause Termination” letter to Tyler Tech.
- FWD Staff will begin the procurement process again to find a new billing system.
- FWD Board directed Staff to pull all email correspondence to give to FWD Legal Hirsch.

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

- Form 700 needs to be completed and submitted by all FWD Directors, General Manager, and the District’s Legal Counsel before April 1, 2019.

O. FWD ENGINEER AGREEMENT

- **MOTION** was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to approve amending the current FWD Agreement to Employ Chief Engineer.
- The amendment states that “The monthly payment to attend monthly meetings of the Board of Directors and to provide phone consultation on miscellaneous engineering matters shall be increased from \$150.00 to \$500.00.”

P. CLOSED SESSION (under Gov’t Code #54957.6) EMPLOYEE SALARIES AND BENEFITS – LEGAL ADVICE REGARDING OVERTIME COMPENSATION

- Time in to Closed Session: 5:35pm
- Time out of Closed Session: 5:47pm
- The Board made the following statement: “The Board evaluated Overtime Pay for the last two weeks and will have FWD Staff fix for the last two pay periods.”

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

- CSDA Board of Directors Call for Nominations

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

- District Engineer will report on status of present projects for “Water” and “Wastewater.”

X. MONTHLY REPORT FROM GENERAL MANAGER

- See General Manager’s FWD Water and Wastewater Operations Report for February 2019.
- The Leak Adjustment policy was discussed (Ord. 66) – it is still a One-Time Leak Adjustment and the FWD Board want to discuss the possibility of changing the policy to allow using the leak adjustment more than once. The Board instructed staff to put the Leak Adjustment Policy as an agenda item on the April 9, 2019 Board Meeting.
- Chris O’Neill from Russian River Vineyards spoke with GM Lopes regarding the possibility of connecting to Sewer. Per FWD Engineer Long, this will not work.

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 8:10 p.m.

APPROVED: April 9th, 2019 Submitted by: Gwen Taylor
Gwen Taylor, District Administration

BY FWD BOARD OF DIRECTORS:

X [Signature] X [Signature] X [Signature]