

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

ORIGINAL

Date: **Tues, June 12, 2018**
Location: District Office - 6530 Mirabel Road, Forestville, California

Time: **5:00 PM**

AGENDA -- STUDY SESSION TONIGHT

- I. ROLL CALL
- II. **STUDY SESSION TONIGHT** for Forestville Water District Board Members. No formal action will be taken.
 - CPO Ipsen offered training on Private Sewer Laterals (PSL) Inflow and Infiltration
- III. PUBLIC COMMENT
- IV. **ADJOURNED:** Study Session was adjourned @ 5:25pm and reconvened into Regular Public Meeting as follows:

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

Date: **Tues, June 12, 2018**
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, Reha, McDermott, and Morgan were present
OTHERS PRESENT: Gwen Taylor, Martin Hirsch-Perry Law Offices, David Long/Brelje & Race, Jeffrey Simi, Anna Palmer of CSDA (ASR "E")
- III. **APPROVAL OF AGENDA: MOTION** was made by Director Reha seconded by Director McDermott and passed 5-0-0 to approve the Agenda. Motion was made by Director Reha to move Action Items "G", "H" and "J" before Closed Session (ASR "C"). Seconded by Director McDermott.
- IV. **STATEMENTS OF ABSTENTION:** Director Reha abstaining from Action Items "C", "D", and "Q" – involves is wife.
- V. **PUBLIC COMMENT:**
(The public may address the Board at this time. Testimony is limited to three minutes.)
 - No public comment
- VI. **CONSENT ITEMS: MOTION** was made by Director Reha seconded by Director McDermott and passed 5-0-0 to approve the following Consent Items:
 - A. Payment of Bills from May 2018 – approved. Motioned: Director Reha Seconded: Director McDermott
 - B. Financial (Investments) & Administrative Report from May 2018 – approved. Motioned: Director Reha Seconded: Director McDermott
 - C. Approval of Minutes from May 15, 2018 Regular Board Meeting – approved as corrected. Motioned: Director McDermott
Seconded: Director Benyo
- VII. **ACTION ITEMS:**
 - A. **RECYCLED WATER AGREEMENTS EXPIRING JUNE 30, 2018: BECK, CARROLL & MARSHALL**
-- See ASR VII-"A"
 - **MOTION** was made by Director Reha seconded by Director McDermott and passed 5-0-0 to approve the Recycled Water Agreements subject to changes.
 - Need to add wording to Recycled Water Contracts to address the annual training of Recycled Water Users by FWD Staff.
 - Title 22 and 17 wording needs to be added to the agreements so that Recycled Water Users are aware of compliance requirements. FWD Legal Hirsch advised adding "Exhibit D" on the agreements referencing this.
 - If Staff is unable to get this done before the deadline of June 30, 2018, then the contracts can be signed as is and an Addendum added after that references Title 22, 17, and annual training by FWD Staff – the letter would then be sent certified and each Recycled Water User would sign to acknowledge receipt of Addendum.
 - B. **BROCK #272 – REQUEST FOR WILL SERVE FOR SEWER CONNECTION CURRENTLY NOT WITHIN OUR DISTRICT**
--See ASR VII-"B"
 - Water customers Erin Brock and Bryce Clark at 6810 Nolan Road are interested in connecting to sewer, but they are not within our sewer district.

- On 5/24/18, Bryce Clark came in stating he went to LAFCO and was informed they don't deal with sewer district zones and referred him to the county.
 - The county advised they don't issue permits and have no say in the matter – that is was FWD's responsibility.
 - Martin Hirsch called LAFCO and they referred him to PRMD.
 - David Long will call PRMD and see if they deal with this. If so, we can possibly do a Will-Serve letter.
- C. **CLOSED SESSION (under Gov't Code #54957.6 Employee Salaries and Benefits) TO DISCUSS (1) FWD PERSONNEL AND (2) EMPLOYEE SALARIES AND BENEFITS FOR FY 2017-2018**
 -- See ASR VII-"C"
- The Board went into Closed Session at 6:29 pm and adjourned Closed Session at 7:35 pm.
 - The Board elected to form a committee to pursue hiring a consultant to do employee training.
 - The Board elected to hire a 3rd Operator and start the advertisement process.
 - GM Froneberger extended his leave to 7/1/18. FWD Legal Hirsch will send a letter to communicate with GM Froneberger.
- D. **FWD BOARD APPROVAL OF 3% COST-OF-LIVING (COLA) SALARY ADJUSTMENTS FOR ALL FULL-TIME POSITIONS: EFFECTIVE PAY PERIOD #14 JUNE 24, 2018 – JULY 7, 2018**
 -- See ASR VII-"D"
- MOTION was made by Director McDermott seconded by Director Morgan and passed 4-0-1 to approve a COLA increase consistent with what is stated on the 2018-2019 Preliminary Budget and to make corrections on the COLA spreadsheet.
- E. **CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA): BENEFITS/SERVICES OFFERED TO MEMBERS**
 -- See ASR VII-"E"
- Anna Palmer from CSDA spoke to the Board regarding services offered.
 - FWD is on a trial membership basis until 6/30/18.
 - CSDA offers an online community forum, an attorney on staff that can answer basic questions, Ethics training, G.M. Leadership training, leadership training for Board members, and a District purchasing card through Umpqua Bank.
 - If FWD signs up for a membership before 8/22/18, a 20% discount of the membership fee will apply.
- F. **UPDATE: FWD BOARD ACCEPTANCE AND APPROVAL OF FINANCIAL STATEMENTS FROM THE INDEPENDENT AUDIT DONE BY BEELS-SOPER LLPS FOR FWD FISCAL YEAR ENDING JUNE 30, 2017**
 -- See ASR VII-"F"
- Will Soper not present at Board Meeting.
 - On 5/23/18, Will Soper provided a copy of the Final FY 2016-17 audit report to FWD Staff via email.
 - On 5/38/18 FWD Staff submitted the Final FY 2016-2017 audit report to all government agencies who requested a copy.
 - Director Bandettini asked if a Letter of Intent was sent to Will Soper – FWD Staff has not.
- G. **UPDATE: ADMINISTRATIVE CIVIL LIABILITY COMPLAINT (ACLC) ISSUED BY NCRWQCB FOR THE PERIOD COVERING JULY 1, 2008 THROUGH DECEMBER 1, 2015: PROPOSED COMPLIANCE PROJECT SUBMITTED**
 -- See ASR VII-"G"
- Per FWD Engineer Long, the complete report needs to be submitted with a certification letter and paid invoices by 7/15/18.
 - FWD Engineer Long drafted a sample certification letter to hand out to Board members for review.
 - Per FWD Legal Hirsch, the Board should vote to authorize signing the certification letter – this will be done at the 7/10/18 Board Meeting along with signing.
 - A check does not need to be sent with the submission - we will submit, then they will send us a bill.
- H. **UPDATE: DRAFT OF FWD REPORT OF WASTE DISCHARGE (ROWD) TO REGIONAL WATER BOARD FOR APPROVAL DECEMBER 13, 2017**
 -- See ASR VII-"H"
- The new permit will be adopted at the July Meeting.
 - FWD Engineer Long thinks they impose too many rigorous limitations on a small plant.
- I. **UPDATE: SCWA WASTE WATER PREVENTIVE MAINTENANCE AGREEMENT RENEWAL**
 -- See ASR VII-"I"
- 5/22/18 the FWD Staff received the fully executed maintenance agreement from SCWA.
- J. **UPDATE: DISTRICT SEEKING GRANTS FOR COLLECTION SYSTEM, WATER SYSTEM AND TREATMENT PLANT WITH ASSISTANCE OF RCAC**
 -- See ASR VII-"J"
- 5/23/18 the Financial Packet was submitted to the Division of Financial Assistance. Also, a new Project Manager (Gabriel Berzamina) was assigned to our project.
 - Per FWD Engineer Long, he has tried contacting the new Project Manager to see if the packet was complete. As of today's date, he has not received a response yet.
 - We should be getting mostly grant money and very little loan money, if any. After completion of the packet it takes approximately 6-9 months to know what the outcome is.

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