

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

ORIGINAL

Date: **Tues, July 10, 2018**
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
- IV. NO ADJOURNMENT or need to reconvene into Regular Public Meeting:

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

Date: **Tues, July 10, 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, Dawn Leith, Scott Lewis-Perry Law Offices, David Long/Brelje & Race, David Edwards
- III. **APPROVAL OF AGENDA:** **MOTION** was made by Director Reha seconded by Director McDermott and passed 5-0-0 to approve the Agenda.
- IV. **STATEMENTS OF ABSTENTION:** None
- 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 Benyo and passed 5-0-0 to approve the following Consent Items:
 - A. Payment of Bills from June 2018
 - B. Financial (Investments) & Administrative Report from June 2018
 - C. Approval of Minutes from June 12, 2018 Regular Board Meeting
- VII. **ACTION ITEMS:**
 - A. **UPDATE: BROCK #272 -- REQUEST FOR WILL SERVE FOR SEWER CONNECTION CURRENTLY NOT WITHIN DISTRICT**
-- See ASR VII-"A"
 - Per FWD Engineer Long, the County will object to serving them and it is up to the Brock's to prove hardship with PRMD to be connected.
 - B. **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-"B"
 - FWD Board went into Closed Session at 5:45pm and reconvened at 6:32pm.
 - The Board stated they will be sending a letter to M. Froneberger explaining their actions.
 - C. **CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA): BENEFITS/SERVICES OFFERED TO MEMBERS**
-- See ASR VII-"C"
 - The Board is still discussing membership and whether to join.
 - FWD Staff is looking into the possibility of extending the discounted membership an extra 30 days.

- D. 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-"D"
- MOTION was made by Director Reha seconded by Director McDermott and passed 5-0-0 to pass authorizing and signing the Certification Letter for the Compliance Project Report.
- E. UPDATE: DRAFT OF FWD REPORT OF WASTE DISCHARGE (ROWD) TO REGIONAL WATER BOARD FOR APPROVAL DECEMBER 13, 2017**
 -- See ASR VII-"E"
- The new permit is on the Consent calendar at the Regional Quality Control Board for 7/11/18.
 - The Time Schedule Order expires Thurs. 7/13/18 – this will allow us to continue operating under the old limits.
 - FWD needs to develop a work order to submit by 1/1/19. This item will be placed on the August 14, 2018 Agenda.
- F. UPDATE: DISTRICT SEEKING GRANTS FOR COLLECTION SYSTEM, WATER SYSTEM AND TREATMENT PLANT WITH ASSISTANCE OF RCAC**
 -- See ASR VII-"F"
- New P.M. Berzamina is checking for completeness with the FWD Grant application. All 4 packages were submitted. Not sure on the time line of progress to pass onto the next review stage (Legal). Will follow up monthly – will take approx. 6-9 months for a decision. Planning Grant – Ammonia & Nitrate (1/2020 to secure funding monitoring/assessment/prep for report to ID areas of improvement). By July 2019 FWD will need a plan to ID to how to address excessive discharge. Will take almost a year.
- G. REVIEW: ORDINANCE 61 – DISCUSS IN FURTHER DEPTH ON HOW TO IMPLEMENT SINCE NEITHER PRMD, SO CO ASSESSORS AND SO CO RECORDER HANDLE THE RECORDING TO ALERT TITLE COMPANIES**
 -- See ASR VII-"G"
- TABLED until the August 14, 2018 Board Meeting.
- H. UPDATE: FWD WATER MAIN RELOCATION WITH WOHLER BRIDGE REPLACEMENT**
 -- See ASR VII-"H"
- FWD Legal Hirsch advised getting an easement. FWD needs to install a pipe to get to the south side of the bridge.
 - FWD Engineer Long met with a new public works director and he thinks the project will start around this fall.
 - FWD needs to be prepared to sever and abandon to be out of the way.
- I. 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 VII-"I"
- No new updates.
- J. UPDATE: FWD ACCOUNTING PRACTICES: OPTIONS FOR POTENTIAL UPGRADES –OR- CHANGES FOR FWD BOARD TO CONSIDER**
 -- See ASR VII-"J"
- FWD Staff is working on a matrix of all potential billing systems to present to the Board.
- K. UPDATE: OFFICE POLICY MANUAL CREATION**
 -- See ASR VII-"K"
- Director McDermott stated that he and Director Reha are one quarter of the way through a potential policy.
- L. ADOPTION OF RESOLUTION NO. 389: RESETTING & ADOPTING AN APPROPRIATIONS LIMIT FOR THE 2018-2019 FISCAL YEAR: \$183,371**
 -- See ASR VII-"L"
- MOTION was made by Director Reha seconded by Director Benyo and passed 5-0-0 to adopt Resolution No. 389 adopting new appropriation limits for FY 2018-2019.
- M. STATUS OF HIRING PROCESS FOR ADDING A THIRD FULL-TIME PERMANENT UTILITY OPERATOR AND TEMPORARY UTILITY OPERATOR**
 -- See ASR VII-"M"
- Per Director Bandettini, FWD received 4 applications so far, with 2 fully qualified applicants and 1 partially qualified applicant. Interviews will be set up after the final closing date of July 12, 2018.
- N. UPDATE: EL MOLINO HIGH SCHOOL INTERN/VOLUNTEER PROGRAM**
 -- See ASR VII-"N"
- No new updates.



- O. **UMPQUA BANK**
 -- See ASR VII- "O"
 - Checks came in and FWD Staff is working on getting the merchant account open
 - FWD Staff asked the Board how much money to move from the Bank of the West accounts and into the Umpqua accounts to start. The Board wants to move half of each account ("Water" and "Sewer") into the new Umpqua accounts.

- P. **NEW BILLING AND SHUT OFF POLICY**
 -- See ASR VII-"P"
 - FWD Board asked the Staff to remind FWD Legal Hirsch to review Ordinances that will be affected by this new policy and report the findings on how to proceed. Tabled until the August 14, 2018 Board Meeting.

- Q. **REVISION TO PROCUREMENT POLICY**
 -- See ASR VII-"Q"
 - **MOTION** was made by Director Reha seconded by Director Morgan and passed 5-0-0 to adopt Revision #001-MM of the Procurement Policy.

- R. **AUDITOR SELECTION FOR FY 2017-2018**
 -- See ASR VII-"R"
 - **MOTION** was made by Director McDermott seconded by Director Reha and passed 5-0-0 to use the services of John Blomberg as the new FWD Auditor.

- S. **CORRESPONDENCE: ITEMS INCLUDED WITH FWD BOARD PACKAGES FOR FWD BOARD REVIEW**
 -- See ASR VII-"S"
 - SCWA New Rates for Water Deliveries FY 2018-2019: Rates increased 3.67% and FWD budgeted 5%
 - Sonoma Lafco Adopted Final Budget and Apportionments
 - Cal Fire – Notice of 45-Day Public Comment Period of proposed code changes
 - CalPers Amended Notice of Election
 - CalPers adopts Health Rates with a 1.16% increase
 - FUSD Request of Lead Sampling
 - West Sonoma County High School District Request of Lead Sampling
 - County of Sonoma FY '17-'18 Prop 4 Estimates for Special Districts
 - On the Table for Review: Calpers Employer News Spring 2018 and Retired Public Employees' Assoc. of Calif. May/June '18

- VIII. **MONTHLY REPORT OF THE DISTRICT ENGINEERS, BRELJE AND RACE**
 - No report given.

- IX. **MONTHLY REPORT FROM FIELD OPERATIONS**
 - See Field Operation's Report for July 10, 2018.
 - Asbestos pipe was removed by Cal Ink on July 2, 2018.
 - Recycled water users are all back on and they have completed the requirements sent to us by the State.
 - CPO Ipsen had a meeting with the County IT Dept to go over where the computer project is in its timeline and what still needs to be completed.
 - A check valve at the intermediate lift station has had excessive wear – a new one has been ordered with an ETA of 7/23/18.
 - Communication issues at the plant have continued and an estimate from Telstar to complete the repair should arrive shortly.
 - Temporary Operator, David Edwards, from Water Talent started on July 5th 2018.
 - The Quarterly Recycled Water report was completed and filed with the State. The monthly report is almost complete, just waiting for the lab results for the last samples of June.

- X. **SUB-COMMITTEE REPORTS:**
 - No report given. The next Sub-Committee Meeting with Graton CSD will be held on Thursday, July 26, 2018 at the Graton Sewer Plant.

- XI. **DIRECTORS' REPORTS AND CALL FOR FUTURE AGENDA ITEMS:**

- XII. **ADJOURNMENT: MOTION** was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to adjourn the July 10, 2018 Regular Board Meeting at 7:37 p.m.

APPROVED: 8/14 (August 14), 2018 Submitted by: Gwen Taylor
 Gwen Taylor, District Administration

BY FWD BOARD OF DIRECTORS:
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