

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



Date: **Tues, August 14, 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:

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

Date: **Tues, August 14, 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, Martin Hirsch of Perry Law Offices, David Long/Brelje & Race, Steve Pearson, Chris Almind, Ken Smith (ASR I), and Charlie Young(Bodean Co.)
- 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:** Director Reha – ASR B
- V. **PUBLIC COMMENT:**  
(The public may address the Board at this time. Testimony is limited to three minutes.)
  - Charlie Young from Bodean (Surplus Water Account) spoke to the Board on the process of getting recycled water at the property and putting in a pond.
- VI. **CONSENT ITEMS:** **MOTION** was made by Director McDermott seconded by Director Benyo and passed 5-0-0 to approve the following Consent Items:
  - A. Payment of Bills from July 2018
  - B. Financial (Investments) & Administrative Report from July 2018
  - C. Approval of Minutes from July 10, 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"
    - There is no more work to be done at this point on FWD's end. Per FWD Board can take this off the agenda going forward.
  - 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 5:46pm and reconvened at 6:38pm.
    - The Board received another letter from M. Froneberger and will draft a letter in response.
    - FWD Board will talk further about the status of personnel at the September 11, 2018 Board Meeting.
    - FWD Board voted to approve compensating Chair Board Steve Bandettini for his work as Interim General Manager at \$100 per day (the legal maximum). FWD Legal Hirsch will verify if this will be set up as an Employee or 1099 Contractor.

C. **CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA): BENEFITS/SERVICES OFFERED TO MEMBERS**

-- See ASR VII-"C"

- **MOTION** was made by Director McDermott seconded by Director Benyo and passed 5-0-0 to approve getting the CSDA membership for 2019 at a 20% discount.

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"

- Per FWD Engineer Long, the Compliance Project has all been submitted through the FTP site and will take approximately another month to review.

E. **NPDES PERMIT & TIME SCHEDULE ORDER**

-- See ASR VII-"E"

- **MOTION** was made by Director Reha seconded by Director Benyo and passed 5-0-0 to approve a budget up to \$25k for Brelje & Race to develop the Work Plan, which needs to be submitted by January 1, 2019. This Work Plan is the basis for getting a Planning Grant.

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

-- See ASR VII-"F"

- Per FWD Engineer Long the completeness review of the FWD Grant will hopefully be done by September. FWD Engineer Long sent the Project Manager an email in the hopes it will elevate the priority of the application review and approval process.

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"

- FWD Board discussed how Graton CSD has a lateral ordinance in place similar to Ordinance #61. FWD Staff will check with Graton and the California Association of Realtors to see how this was done.

H. **UPDATE: FWD WATER MAIN RELOCATION WITH WOHLER BRIDGE REPLACEMENT**

-- See ASR VII-"H"

- FWD is in the process of working through Scott Carpenter at SCWA to pay the required fee to install a meter at the 8" turnout from the Santa Rosa Aqueduct to serve the Saldahna property. Once the meter is activated, work to cut the 8" water main on either side of the existing bridge over Mark West Creek and abandon the in between section can commence.
- FWD Engineer Long is waiting to receive information from the Sonoma County Transportation and Public Works Department regarding a likely start date for construction of the new bridge. Cut and abandon work will need to be accomplished prior to start of the bridge construction.
- FWD Board and FWD Engineer will discuss with legal counsel the need to acquire easements for the pipe line extension on the south side of new bridge.

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 included a matrix for review of proposed new billing systems. FWD Board instructed Staff to revise matrix and present at the September 11, 2018 Board Meeting.

K. **UPDATE: OFFICE POLICY MANUAL CREATION**

-- See ASR VII-"K"

- No new updates.

L. **FWD BOARD DIRECTION – AND – APPROVAL NEEDED TO REINVEST ONE (1) "WATER" \$54K CD WITH J.P. MORGAN SECURITIES, LLC THAT WILL BE MATURING ON SEPTEMBER 27, 2018**

-- See ASR VII-"L"

- **TABLED** until September 11, 2018 Board Meeting.

M. **STATUS OF HIRING PROCESS FOR ADDING A THIRD FULL-TIME PERMANENT UTILITY OPERATOR AND REVIEW OF DISTANCE OF RESIDENCE FOR RESPONSE TIME**

-- See ASR VII-"M"

- **MOTION** was made by Director McDermott seconded by Director Morgan and passed 5-0-0 to hire one full-time operator and one temporary intern operator.

- **MOTION** was made by Director Reha seconded by Director McDermott and passed 5-0-0 to extend the distance of residence for response time from 30 minutes to 45 minutes from the District Office.
- N. UPDATE: EL MOLINO HIGH SCHOOL INTERN/VOLUNTEER PROGRAM**  
-- See ASR VII-"N"
- No new updates.
- O. NEW BILLING AND SHUT OFF POLICY**  
-- See ASR VII-"O"
- Per FWD Legal Hirsch, FWD cannot charge a percentage for late fees, only a set dollar amount and can only cover the costs associated with administrative time to process late notices. The late fee was changed to \$10.00 in the proposed Billing Policy.
  - **MOTION** was made by Director Morgan seconded by Director Benyo and passed 5-0-0 to approve the new Billing Policy and draw up the new Ordinance for approval at the September 11, 2018 Board Meeting.
- P. ADOPT RESOLUTION NO. 390 – TRANSFERRING THE WELLS FARGO CREDIT CARD FOR “SEWER” TO UMPQUA BANK AND TO INCREASE THE LIMIT**  
-- See ASR VII-"P"
- **MOTION** was made by Director Reha seconded by Director Benyo and passed 5-0-0 to adopt Resolution No. 390 as amended, which will open a “Sewer” credit card at Umpqua Bank.
- Q. ADOPTION OF FWD FY 2018-2019 FINAL BUDGET(S) FOR FWD “WATER” AND “SEWER”**  
-- See ASR VII-"Q"
- **MOTION** was made by Director Reha seconded by Director McDermott and passed 5-0-0 to approve the Preliminary Budget as a Final Budget. FWD Board determined this is an unnecessary step and only done as the Budget was approved as “Preliminary” in March of 2018 – should be approved just as “Budget”.
- R. APPROVAL OF TELSTAR QUOTE TO REPLACE PLC’S IN THE FILTER SYSTEM**  
-- See ASR VII-"R"
- **MOTION** was made by Director McDermott seconded by Director Reha and passed 5-0-0 to approve the Quote as presented from Telstar to replace PLC’s in the filter system.
- S. PROPOSED CURTAILING OF WATER SALES DURING A FIRE**  
-- See ASR VII-"S"
- FWD Board discussed curtailing water sales during a fire.
  - Directors Reha, McDermott, and Morgan formed a Committee to discuss a new policy regarding temporarily halting outside water sales during a fire.
- T. SEWER LINE REPAIR QUOTE(S)**  
-- See ASR VII-"T"
- **MOTION** was made by Director McDermott seconded by Director Morgan and passed 5-0-0 to approve the Quote from Piazza Construction pending clarification on how they intend to handle pumping out the sewage, having the necessary insurance and bonding. FWD Staff will confirm with Piazza Construction that this is either included/not included in proposal and if it is included, what the plan is.
- U. RESOLUTION NO. 391 – FWD BOARD ADOPTION OF RESOLUTION NO. 391 (rescind and replace Res. 385) TO CHANGE FINANCIAL INSTITUTION(S) SIGNATURE CARD SIGNERS**  
-- See ASR VII-"U"
- **MOTION** was made by Director Reha seconded by Director McDermott and passed 5-0-0 to approve Resolution No. 391 – rescinding and replacing Resolution No. 385 to update the persons authorized to access District bank accounts and signature card signers.
- V. CORRESPONDENCE: ITEMS INCLUDED WITH FWD BOARD PACKAGES FOR FWD BOARD REVIEW**  
-- See ASR VII-"V"
- ACWA JPIA 2019 Employee Benefits Rates
  - CalPers Circular Letter 600-045-18: Contracting Agency Admin Fee FY '18-'19
  - CalPers Letter dated June 29, 2018
  - Berkadia Letter dated July 2, 2018
  - Letter from Hal Wood
- 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 August 14, 2018.

X. **SUB-COMMITTEE REPORTS:**

- The Sub-Committee Meeting with Graton CSD was held on Thursday, July 26, 2018 at the Graton Sewer Plant.
- Director Benyo included his minutes in the August 14, 2018 Board Packet but due to lack of time did not review with the rest of the FWD Board and requested his minutes be included in the September 11, 2018 Board Packet.
- The next Sub-Committee Meeting with Graton CSD will be held on Thursday, October 25, 2018 at the FWD Office.

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

XII. **ADJOURNMENT: MOTION** was made by Director Bandettini, seconded by Director Benyo and passed 5-0-0 to adjourn the August 14, 2018 Regular Board Meeting at 9:14 p.m.

APPROVED: September 11, 2018      Submitted by: Gwen Taylor  
Gwen Taylor, District Administration

BY FWD BOARD OF DIRECTORS:

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