

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

Date: **Tues, September 11, 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, September 11, 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 (ASR T), CPO Ipsen, Charle Young of Bodean Co. (ASR A), Windsor Hemming (customer), Leah Woody (ASR O), Jeff Simi
- 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 then made by Director McDermott seconded by Director Morgan and passed 5-0-0 to move ASR items T and O to the beginning of 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.)
 - Windsor Hemming discussed rates – he thinks for those that don't use much water it is fair to have a maximum of 1000 gallons at a certain price, and if you go over that, then be charged a certain amount. He only uses around 5000 gallons every two months. Director Reha explained that our charges pay for maintenance, upkeep, and the operational cost of the District.
- 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 August 2018
 - B. Financial (Investments) & Administrative Report from August 2018
 - C. Approval of Minutes from August 14, 2018 Regular Board Meeting
- VII. **ACTION ITEMS:**
 - A. **BODEAN COMPANY – INSTALLING A LINE AT THEIR PROPERTY OR RECYCLED WATER**
-- See ASR VII-"A"
 - **MOTION** was made by Director McDermott seconded by Director Morgan and passed 5-0-0 to move forward with looking into numbers and having FWD Engineer Long start the research on this project.
 - During the months of November – March, there is 1.5 – 2.0 million gallons of recycled water use. June – November there is more demand – approximately 100,000 per month according to CPO Ipsen.
 - Bodean Co. wants to get a pipeline that goes down to their property. Per FWD Engineer Long, right now they do not have an in-ground reservoir nor a pipeline to their property. Bodean Co. included a reclamation map with their emailed information for board review.
 - 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 6:20pm and reconvened at 7:20pm.

- The Board made the following statements after reconvening:
 - A) The Board announced the termination of GM Froneberger, the salary for new hires, personnel file updates, proposed GM applicants, and voted to increase Gwen Taylor's salary to \$25.99 per hour effective 9/12/18.

- C. **REVISIONS TO FWD PROCUREMENT POLICY**
 - See ASR VII-"C"
 - **MOTION** was made by Director Reha seconded by Director Morgan and passed 5-0-0 to revise two things on the Procurement Policy.
 - Temporarily raise the amount under Office Assistant to the allowable amount for Office Manager – verbal only, not changed in the policy.
 - Raise the amount to start the competitive bid process from \$500 to \$1000.

- 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"
 - North Coast RWQCB has reviewed the Final Report of Findings and associated documents. They said the report looks good and requested that we provide a time schedule for completing the recommended improvements and confirmation that \$45.17 remained unspent from the amount set aside. On 9/5/18 Brelje & Race submitted a time schedule (dependent upon grant funding commitment date) to RWQCB and informed them that the unspent balance was correct. Per item 20 of the Stipulated Order, FWD will need to pay \$45.17 to the State Clean-up & Abatement Fund within 30 days following receipt of a notice from RWQCB.
 - Per FWD Engineer Long, can remove from the Agenda.

- E. **NPDES PERMIT & TIME SCHEDULE ORDER**
 - See ASR VII-"E"
 - Brelje & Race is developing an Ammonia &* Nitrate Study Work Plan to comply with Task 3.A of the TSO. Due date is January 1, 2019.

- F. **UPDATE: DISTRICT SEEKING GRANTS FOR COLLECTION SYSTEM, WATER SYSTEM AND TREATMENT PLANT WITH ASSISTANCE OF RCAC**
 - See ASR VII-"F"
 - **MOTION** was made by Director Reha seconded by Director Benyo and passed 5-0-0 to authorize FWD Engineer Long and FWD Legal Hirsch to begin working on the Debt Management Policy.
 - Brelje & Race contacted Gabriel Berzamina at SWRCB Division of Financial Assistance (DFA) on 9/6/18 to check status of application review. Environmental Package is under final review. Mr. Berzamina will check with Tesa Lenz on approximate date for completing Environmental. Once Environmental is complete, review of other Packages (Financial, General, Technical) will begin.

- 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"
 - Dawn Leith called CARS – they will not put our information on their form. She has two calls into North Bay Realtors to see about getting us added to their list.

- H. **UPDATE: FWD WATER MAIN RELOCATION WITH WOHLER BRIDGE REPLACEMENT**
 - See ASR VII-"H"
 - No new updates.

- I. **RECENT COMMUNICATION FROM SCWA RE: SERVICE TO SALDANHA PROPERTY**
 - See ASR VII-"I"
 - SCWA called to let the FWD office know that they would not service the Saldanha property.
 - **MOTION** was made by Director Reha seconded by Director Morgan and passed 5-0-0 to authorize the termination of service to the Saldanha's via phone call and written notice.
 - FWD Engineer Long and Board Chair Bandettini will make the phone call.

- J. **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-"J"
 - **MOTION** was made by Director McDermott seconded by Director Reha and passed 5-0-0 to remove from the Agenda until further notice.

- K. **UPDATE: FWD ACCOUNTING PRACTICES: OPTIONS FOR POTENTIAL UPGRADES –OR- CHANGES FOR FWD BOARD TO CONSIDER**
 - See ASR VII-"K"
 - **MOTION** was made by Director Reha seconded by Director McDermott and passed 3-1-1 to purchase Incode.

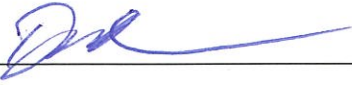

- L. **UPDATE: OFFICE POLICY MANUAL CREATION**
-- See ASR VII-"L"
▪ No new updates.
- M. **FWD BOARD DIRECTION – AND – APPROVAL NEEDED TO REINVEST ONE (1) "WATER" \$54K CD WITH J.P. MORGAN SECURITIES, LLC THAT WILL BE MATURING ON SEPTEMBER 27, 2018**
-- See ASR VII-"M"
▪ MOTION was made by Director Reha seconded by Director McDermott and passed 4-0-1 to reinvest with J.P. Morgan.
- N. **STATUS OF HIRING PROCESS FOR ADDING A THIRD FULL-TIME UTILITY OPERATOR**
-- See ASR VII-"N"
▪ Per CPO Ipsen all the paperwork was received for the temporary hire and he starts on 9/12/18.
▪ The permanent hire will take his physical on 9/14/18 and start work on 9/20/18.
- O. **UPDATE: EL MOLINO HIGH SCHOOL INTERN/VOLUNTEER PROGRAM**
-- See ASR VII-"O"
▪ MOTION was made by Director McDermott seconded by Director Benyo and passed 4-0-1 to appoint Director Reha to oversee this program for FWD.
▪ FWD Board discussed putting together a meeting with Director Reha, Leah Woody, Sandy, Dawn Leith and Gwen Taylor.
- P. **FWD BOARD APPROVAL FOR ADOPTION OF ORDINANCE #64 – AMENDING ORD. NO. 2 (DISCONNECTION POLICY)**
-- See ASR VII-"P"
▪ MOTION was made by Director McDermott seconded by Director Reha and passed 4-0-1 to approve Ordinance #64.
- Q. **FWD BOARD APPROVAL TO START THE PROCESS (Prop 218) FOR ADOPTION OF ORDINANCE #65-AMENDING ORD. NO. 60 (MASTER FEE SCHEDULE)**
-- See ASR VII-"Q"
▪ MOTION was made by Director McDermott seconded by Director Reha and passed 4-0-1 to approve Ord. # 65 and start the Prop 218 process.
- R. **FWD "WATER" TO REPAY "SEWER" \$55,906.90 FOR FISCAL YEAR 2017-2018 ADJUSTED SHARE OF COSTS BASED ON ACTUALS**
-- See ASR VII-"R"
▪ MOTION was made by Director Reha seconded by Director McDermott and passed 4-0-1 to approve "Water" to repay "Sewer" for the adjusted share of costs based on actuals.
- S. **USING TELSTAR TO REPLACE PLC'S IN THE FILTER SYSTEM**
-- See ASR VII-"S"
▪ MOTION was made by Director McDermott seconded by Director Morgan and passed 4-0-1 to approve the revised quote from Telstar.
- T. **NEW POLICY FOR SUSPENDING OUTSIDE WATER SALES DURING A FIRE EMERGENCY OR LOW FLOW EVENT**
-- See ASR VII-"T"
▪ Director Reha handed out a draft policy to be reviewed by the Board and discuss Ad-Hoc Committee recommendations.
▪ Tabled until the October 9, 2018 Board Meeting.
- U. **CORRESPONDENCE: ITEMS INCLUDED WITH FWD BOARD PACKAGES FOR FWD BOARD REVIEW**
-- See ASR VII-"U"
▪ JP Morgan U.S. Government Money Market Fund
- 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 September 11, 2018.
- X. **SUB-COMMITTEE REPORTS:**
▪ MOTION was made by Director Reha seconded by Director Morgan and passed 4-0-1 to approve revising the Mission Statement.
▪ 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 Morgan, seconded by Director Reha and passed 4-0-1 to adjourn the September 11, 2018 Regular Board Meeting at 9:35 p.m.

APPROVED: October 9, 2018 Submitted by: 
Gwen Taylor, District Administration

BY FWD BOARD OF DIRECTORS:

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