

ORIGINAL

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

Date: **Tuesday, August 13, 2019**  
Location: District Office - 6530 Mirabel Road, Forestville, California

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

**AGENDA – STUDY SESSION TONIGHT**

- I. **ROLL CALL:** Chair Bandettini, Vice Chair Benyo, Directors: Reha, McDermott and Morgan were present.  
OTHERS PRESENT: G.M. Lopes
- II. **STUDY SESSION TONIGHT** for Forestville Water District Board Members.
  - GM Lopes offered training and/or reviewed the process on how the Operators take Lab samples for seasonal discharge and non-discharge of waste water.
- III. **PUBLIC COMMENT**
- IIII. **ADJOURNMENT** Study Session was adjourned @ 5:27 pm.

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

Date: **Tuesday, August 13, 2019**  
Location: District Office - 6530 Mirabel Road, Forestville, California

Time: **5:30 P.M.**

**AGENDA**

- I. **CALL TO ORDER:** @ 5:31 p.m. by Chair Bandettini
- I. **ROLL CALL:** Chair Bandettini, Vice Chair Benyo, Directors: Reha, McDermott and Morgan were present.  
OTHERS PRESENT: G.M. Lopes, Dawn Leith, FWD Legal-Martin Hirsch/Perry Law Offices, Diane Hughes and Heather Aldridge.  
Not Present: FWD Engineer-David Long/Brelje & Race (provided updates via email summary for ASR's "D", "E", "G", and "O").
- III. **APPROVAL OF AGENDA: MOTION** was made by Director McDermott, seconded by Director Morgan and passed 5-0-0 to approve Agenda as presented.
- IV. **STATEMENTS OF ABSTENTION:** None
- V. **PUBLIC COMMENT:** None
- VI. **CONSENT ITEMS:**
  - 1. Payment of Bills from July 2019: **MOTION** was made by Director McDermott, seconded by Director Morgan and passed 5-0-0 to approve July 2019 payments of bills.
  - 2. Financial (Investments) and Administrative Report: **MOTION** was made by Director McDermott, seconded by Director Morgan and passed 5-0-0 to approve July 2019 Financial and Administrative Report as presented.
  - 3. Approval of Minutes from July 9, 2019 Regular Board Meeting **MOTION** was made by Director McDermott, seconded by Director Morgan and passed 5-0-0 to approve minutes after amendment of striking the dollar amount referenced in item B of the minutes.
- VII. **PUBLIC HEARING:** No public hearing
- VIII. **ACTION ITEMS:**
  - A. **FARMHOUSE INN – CONNECTING TO SEWER**
    - GM Lopes spoke with Joe Bartolomei/Farmhouse Inn on Aug. 7, 2019 and still no new updates to report.
    - The Board instructed the FWD Staff to remove from Agenda until there is new status.
  - B. **RECYCLED WATER PICK-UP AT THE SEWER TREATMENT PLANT**
    - GM Lopes has all the numbers to show Wendell Trappe/Canyon Rock and everything is ready for a test run fill to be done by Canyon Rock.
  - C. **ETHICS AND SEXUAL HARASSMENT TRAINING**
    - Sexual Harassment Prevention Training - Director Reha completed through his employer and Dawn has an email into ACWA/JPIA to see if that is transferrable.
    - Ethics Training - Directors Benyo and McDermott both due this August 2019. Director Benyo completed 8/7/19 and Director McDermott completed 8/12/19.
    - Director Reha needs to complete his Ethics Training by 12/12/19.
  - D. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
    - FWD Engineer worked on "Task B" – Pollution Prevention Plan" of the Work Plan is on hold pending FWD acquisition of the hand held analyzer. First order of work once analyzer is available will be to set-up a schedule for collecting data from the influent flow to the plant.

- D. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT (continued)**
- The Planning Grant application was electronically submitted to the State FAAST system on March 14, 2019. FWD Engineer is in contact not less than once per month with FWD's Project Manager in the Division of Financial Assistance to check on status. The application is in his queue to review for "completeness" and FWD is currently #5 on his list. It will probably be early 2020 before an actual funding contract is issued.
  - In light of the funding delay, GM Lopes plans to contact Cathy Goodwin at RWQCB to request an adjustment to the completion dates for Work Plan Tasks B & C.
- E. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
- The credit review stage is complete. Application is now in the legal review stage. Funding contract is expected to be issued within 2 months.
  - The Board instructed GM Lopes to contact Project Manager to request the process to be expedited faster since FWD already missed out on the first pool of money available and they don't want to miss the second pool of money because this has taken over a year so far.
- F. **ADOPTION OF FY 2019-2020 FINAL BUDGET(S) FOR FWD "WATER" AND "SEWER"**
- **MOTION** was made by Director McDermott, seconded by Director Benyo and passed 5-0-0 to adopt the Fiscal Year 2019-2020 "Water" Budget, as presented tonight, to be the Final Budget.
  - **MOTION** was made by Director Benyo, seconded by Director McDermott and passed 5-0-0 to adopt the Fiscal Year 2019-2020 "Sewer" Budget, as presented tonight, to be the Final Budget.
  - Budget Sub-Committee met to review the draft of the FINAL "Water" & "Sewer" budgets for fiscal year ending June 30, 2020. Any changes resulting from this review are reflected on the 2019-2020 Budget that will be handed out at the August 13, 2019 Board Meeting.
- G. **FWD WATER MAIN RELOCATION WITH WOHLER BRIDGE REPLACEMENT**
- The construction contract was awarded to Piazza Construction. Piazza Construction confirmed the equipment was dropped off last week and will be scheduling the start of the project for Aug. 14, 2019.
  - The Contractor will be proposing some modifications to the work and will be in contact with Brelje & Race for review and approval.
- H. **FWD ACCOUNTING PRACTICES; OPTIONS FOR POTENTIAL UPGRADES – OR – CHANGES**
- **MOTION** was made by Director McDermott, seconded by Director Reha and passed 5-0-0 to sign the Termination Agreement and Mutual Release, as presented.
- I. **PROSPECTIVE WATER METER REPLACEMENT PROJECT**
- GM Lopes has not been able to conduct any new tests to report on but did speak with other water districts regarding there is an average within the industry of a 6-9% loss in route before reaching the meters.
  - The Board instructed GM Lopes to escalate his inquiry with SCWA on how they determine on how FWD is to be charged.
- J. **FEMA (CAL OES) REIMBURSEMENT FROM LATE FEBRUARY 2019 FOR FWD FLOOD RELATED EXPENSES**
- The FEMA 4434 DR-CA paperwork has been uploaded and filed to the Grants Portal awaiting approval. Any approved reimbursement will be paid out at 75% from FEMA and 75% of the remaining 25%, which essentially is 93.7% of total costs. The breakdown of the costs are as follows:
    1. Employee time card overtime cost including benefit package: \$ 3,324.25
    2. Equipment which consisted of our work trucks on duty during the disaster: \$ 2,642.30
    3. Vactor truck pumping by Miksis : \$ 13,928.75
    4. Pump repair performed at Covey lift station : \$ 1,113.89
  - Total cost would be \$ 21,009.19 of which \$ 19,696.11 should be reimbursed, giving FWD a relative cost in the amount of \$ 1,313.07.
  - GM Lopes submitted a Notice of Intent to CAL OES for 404 Mitigation Grant Program to get compensation for future projects which include:
    1. Entire rewiring of pumps from MCC station to Covey lift station and the raising of the electrical boxes up onto pole above the flood plain. \$ 83,274
    2. Having walls of Covey lift station wet well redone with an epoxy finish to avoid future deterioration of that area. Sewer flow would have to be redirected into a temporary tank, which would be rented, that would have to be pumped out and trucked to the sewer plant. Approximate cost: \$ 40,000.
    3. Install a new permanent fence around the Mirabel lift station to protect from future flooding debris, and also public safety. \$ 9,600
  - A rough estimate of \$ 132,600, in which, only 75% would be reimbursed. GM Lopes believes it is an opportunity to have very important projects, which need to be done, paid at a high percentage by these agencies.
  - The Board wants a fence installed around the lift now since a risk has been identified and FWD can try to get reimbursed later.
- K. **OPEN DISCUSSION WITH LEGAL COUNSEL**
- The FWD Board and Staff inquired on when a policy should be a Resolution or an Ordinance and if a cost is being raised strictly to bring fees to the current actual cost to FWD would we need to follow Prop 218 process.
- L. **REVIEW RESOLUTION NO. 257 (WATER CONNECTION FEES ADOPTED IN 2002)**
- **MOTION** was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to draft a new resolution to rescind Resolution # 257 and convert Water Connection Fees into a new ordinance.

- L. **REVIEW RESOLUTION NO. 257 (WATER CONNECTION FEES ADOPTED IN 2002)** (continued)
  - Resolution # 257 (Water Connection Fees adopted January 2002) needs to be reviewed to update to cover true current costs (i.e. meters) along with remove tapping costs since FWD no longer provides the services for tapping.
- M. **DISTRICT OPERATIONS AUDIT**
  - **MOTION #1** was made by Director McDermott, seconded by Director Reha and passed 5-0-0 to schedule a Special Meeting for September 3, 2019 at 5:30 pm located at the FWD office.
  - **MOTION #2** was made by Director McDermott, seconded by Director Reha and passed 5-0-0 to approve establishing a 2 person Subcommittee to meet prior to the Special Meeting to discuss the possible facets that this audit will be touching on and staffed by Director McDermott and Reha.
  - GM Lopes presented his ideas for the Operations Audits to the Board for further discussions.
- N. **STATUS FOR NOVEMBER 5, 2019 GENERAL ELECTION - THREE (3) FWD BOARD MEMBERS**
  - Sonoma County Registrar of Voters confirmed on Aug. 8, 2019, that five candidates have filed for the three Board of Director seats. Since all three seats are for full term, all five candidates will be on November 5, 2019 ballot.
  - There are no further actions that FWD must take at this time. Sonoma County Registrar of Voters will contact FWD after the election with results and give instructions on the next step.
- O. **UPDATING THE WATER AND SEWER MAPPING PRODUCTS TO A GIS PLATFORM**
  - **MOTION** was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to approve purchasing a subscription for a software package not to exceed \$1,000.00 annually.
  - The FWD Engineer has prepared a draft scope of work and fee budget to accomplish the conversion of the water system map and will finalize it for presentation at the September 10, 2019 Board Meeting.
  - In terms of FWD being capable of querying the data base and accomplishing map updates on their own once the FWD Engineer accomplishes the initial conversion and set-up, FWD would need to subscribe to a software package at a cost of \$500 to \$700 per year to make this possible. The FWD Engineer can provide instruction and training on how to use the software and continue to assist on an as-needed basis.
- P. **ESTABLISHING RETENTION POLICY FOR ALL DOCUMENTS AND RECORDS**
  - GM Lopes discussed the introduction of a Retention Policy for all documents and records.
  - The Board instructed FWD staff to have a Retention Policy drafted up for the September 10, 2019 Board Meeting to be reviewed.
  - FWD Legal Counsel requested for the draft to be sent to him prior to next Board Meeting for review. Directors McDermott and Reha also would like to review before the meeting.
  - FWD Board instructed Staff to revise policy document with several changes.
- Q. **EL MOLINO 600 LION CAMPAIGN MAILER INSERTS REQUEST**
  - **MOTION** was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to approve allowing El Molino Education Fund's "Thank You" Mailer to be included in July/August 2019 billing.
  - El Molino Education Fund has requested permission to include a "Thank you" mailer insert (they will provide mailers) into the FWD July/August 2019 Water Bills.
  - El Molino Education Fund will provide volunteers to help stuff the inserts into our billing envelopes. Example of mailer insert is included with this Board Packet.
- R. **FWD BOARD APPROVAL FOR "WATER" TO REIMBURSE "SEWER" FOR FY 2018-2019 SHARED COSTS**
  - **MOTION** was made by Director Reha, seconded by Director McDermott and passed 5-0-0 to approve the reimbursement of \$32,874.65 that water will need to reimburse back to sewer to reflect the actual 29% reimbursement for Fiscal Year 2018-2019 to be \$292,240.55.
  - The cost analysis, based on actual expenses (share cost), paid by "Water" for the Fiscal Year 2018-2019 has been completed. Per those actual expenses, "Water" needs to reimburse "Sewer" for overpayment of \$32,874.65.
- S. **ANNUAL COMPLETION OF "CERTIFICATE OF BOND PROCEEDS" FROM J.P. MORGAN CHASE BANK**
  - **MOTION** was made by Director Reha, seconded by Director McDermott and passed 5-0-0 to approve making the Chairman of the Board the position to sign and that Chair Bandettini is to sign the Certificate of Bond Proceeds.
- T. **CORRESPONDENCE**
  - Letter from Santa Rosa resident regarding testing of Russian River water.
  - The Board instructed GM Lopes to send a response to the Santa Rosa resident acknowledging the letter was received.
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- IX. **MONTHLY REPORT OF THE DISTRICT ENGINEERS, BRELJE AND RACE**
  - FWD Engineer Long was not present for meeting. He issued an outline to the FWD staff to update the Board on Engineer Services for "Water" and "Wastewater" projects on appropriate ASR's.
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- X. **MONTHLY REPORT FROM GENERAL MANAGER**
  - GM Lopes provided current updates for "Water" and "Wastewater" operations and projects. (See G.M.'s report).
- XI. **SUB-COMMITTEE REPORTS**
  - The next Sub-Committee meeting is September 12, 2019 at Graton.
- XII. **DIRECTORS' REPORTS AND CALL FOR FUTURE AGENDA ITEMS**
  - Board of Directors would like Forestville Union School's Recycled Water System to be added to September 10, 2019's agenda.

**XIII. ADJOURNMENT:**

- **MOTION** was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to adjourn at 7:49 p.m.

APPROVED: September 10, 2019

Submitted by: 

Dawn Leith, District Administration

BY FWD BOARD OF DIRECTORS:

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