



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

Date: **Tuesday, July 9, 2019**

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

Location: District Office - 6530 Mirabel Road, Forestville, California

**AGENDA – NO STUDY SESSION TONIGHT**

- I. ROLL CALL
- II. **NO STUDY SESSION TONIGHT** for Forestville Water District Board Members. No formal action was taken.
- III. PUBLIC COMMENT
- IIII. ADJOURNMENT and reconvene into Regular Public Meeting as follows:

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

Date: **Tuesday, July 9, 2019**

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

Location: District Office - 6530 Mirabel Road, Forestville, California


**AGENDA**

- I. **CALL TO ORDER:** @ 5:30 p.m. by Chair Bandettini
- II. **ROLL CALL:** Chair Bandettini, Vice Chair Benyo, Directors: Reha, McDermott and Morgan were present.  
**OTHERS PRESENT:** G.M. Lopes, Gwen Taylor, FWD Legal-Martin Hirsch/Perry Law Offices, FWD Engineer-David Long.
- 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:** **MOTION** was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to approve Payment of Bills.  
**MOTION** was made by Director McDermott, seconded by Director Benyo and passed 5-0-0 to approve Financial Investments. Director Reha commented that a separate line item for Merchant Fees needs to be added for next year's budget; right now all merchant fees are being put under Bank Fees. **MOTION** was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to approve the June 11, 2019 Minutes with the following correction: strike the word "only" from ASR A, line 4.
  - 1. Payment of Bills from June 2019
  - 2. Financial (Investments) and Administrative Report
  - 3. Approval of Minutes from June 11, 2019 Regular Board Meeting
- VII. **PUBLIC HEARING:** No public hearing
- VIII. **ACTION ITEMS:**
  - A. **FARMHOUSE INN-CONNECTING TO SEWER**
    - No new updates.
  - B. **RECYCLED WATER PICKUP AT THE SEWER TREATMENT PLANT**
    - Brelje & Race charges FWD to run labs every Monday; we are paying to put water into the creek.
    - Director Reha stated FWD still needs to put together a deal with Graton.
    - Per Title 22, California Water Code 13550, companies are not allowed to use potable water if recycled water is available.
    - GM Lopes received a call from NCTS trucking; they pick up water for Bodean Company.
  - C. **ETHICS AND SEXUAL HARASSMENT TRAINING**
    - Board Chair Bandettini completed his sexual harassment training on 7/9/19.
    - Director Reha needs to complete his training.
  - D. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
    - **MOTION** was made by Director Reha, seconded by Director Morgan to approve purchasing the YSI Multi-Parameter Analytical Meter.
    - FWD Engineer presented to the Board a Multi-Parameter Analytical Meter Comparison in order to get approval on the purchase of a handheld analyzer. The YSI purchase price on the comparison was \$7985; the Hanna \$4347; Hach \$7166.

- Without this instrument the District would spend a lot more money on time, lab analysis, and sample collection, so the handheld analyzer will pay for itself many times over the course of its useful life. It is also needed to understand the quality of wastewater that is in the influent stream and the fate of various compounds throughout the treatment process.
  - Engineer Long recommends the YSI handheld over the Hach or Hanna. The YSI handheld has the most flexible sensor combination, a longer warranty period and is more durable. The Hanna and Hach models share limitations – they can't simultaneously sense nitrate and ammonia which is one of the key things that need to be looked at when assessing how the plant is performing in the area of the ponds.
  - The analyzer can be bought before the grant is approved and then FWD can be reimbursed for a portion of the cost of the instrument after the grant is awarded. This reimbursable amount cannot be the straight purchase price but based on how much its capability FWD is utilizing for the project at hand.
  - Director McDermott stated that the purchase of the analyzer is from a sole source (there are no other distributors), so there is no need to compete.
  - Director McDermott reached out to Xylem regarding the YSI handheld; Xylem does not offer special pricing but will give us a 10% discount.
  - Per FWD Engineer Long, the application package is in the review process.
- E. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
  - Per FWD Engineer Long, not much is happening. Ellen Brooks in the legal department has the application and will be contacting FWD Counsel.
- F. **ORDINANCE 61-IMPLEMENTATION OF ENFORCEMENT**
  - GM Lopes created a Compliance Certificate for Private Sewer Lateral Inspections.
  - There will be a \$75 charge for customers to obtain the certificate from FWD.
  - FWD Staff was instructed to take Ordinance 61 off the Agenda starting with the August 13, 2019 Board Packet.
- G. **FWD WATER MAIN RELOCATION WITH WOHLER BRIDGE REPLACEMENT**
  - **MOTION** was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to approve the quote from Piazza Construction for \$45,420 with a Not to Exceed Limit of \$50,000.
  - Three quotes were collected to comply with the Procurement Policy: Piazza Construction, Terracon, and Ghilotti.
  - The Ghilotti quote was for time and materials only. The Piazza bid was \$45,430 and the Terracon bid was for \$65,000.
  - GM Lopes and Engineer Long recommend Piazza Construction.
  - Piazza Construction excluded bonding costs.
  - Per GM Lopes, all is ready on FWD's part at the bottom of Trenton Road; FWD will be on site during the water main relocation.
  - The Public Contract Code does not apply to county water districts – we fall outside of those requirements.
- 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 accept Option 1 as presented in the letter from Tyler Technologies Legal Counsel.
  - Tyler Tech presented two options regarding the billing policy contract:
    - Option 1: Cancel the contract with Tyler Tech and pay a flat fee of \$10,000. No SaaS fees or termination charges will be incurred.
    - Option 2: Remove the RVS compatibility issues and proceed moving forward with the billing policy.
- I. **PROSPECTIVE WATER METER REPLACEMENT PROJECT**
  - A graph showing FWD Water Loss was included in the July 9, 2019 Board Packet.
  - Per GM Lopes, the water loss is the same from summer to winter – the loss isn't variable.
  - GM Lopes stated if FWD budgeted for replacing the water meters, it would make sense to get rid of the 30 year old meters and then find out where the water is being lost.
  - FWD Water Loss is consistently averaging between 7-8 million gallons.
  - The Board asked GM Lopes to find out how SCWA calculates our charges, where the meter is at, how old the meter is, when it was last calibrated, and to have it calibrated.
  - GM Lopes removed four Badger meters to test for water loss; the loss was only 4%, which seems minimal, but is still approximately 5 million gallons.
  - The water loss over 30 years is 122 million gallons; average water loss is 9.7%.
  - The loss could be from the way water comes into the system and sits in the tanks.
- J. **FEMA (CAL OES) REIMBURSEMENT FROM LATE FEBRUARY 2019 FOR FWD FLOOD RELATED EXPENSES**
  - GM Lopes met with FEMA during the Scoping Meeting on 7/3/19.
  - The following variables were discussed: Employee wages, charge for the Miksis truck, charge from Bartley Pump for the wires that needed to be replaced due to being under water, the leak repair on Covey in May, the 19.1% jump in prices for the PG&E bill due to running the pumps on Covey.
  - The Board asked GM Lopes to include a breakdown at the August 13, 2019 Board Meeting of all costs to be reimbursed by FEMA.
  - FEMA and Cal OES will be back out to FWD on 7/16/19.
- K. **INDEPENDENT AUDIT PROPOSAL FROM BLOMBERG & GRIFFIN**
  - **MOTION** was made by Director McDermott, seconded by Director Benyo and passed 5-0-0 to approve the Independent Audit Proposal from Blomberg & Griffin for the fiscal years 2019, 2020, and 2021.

- L. **REVISIONS TO PROCUREMENT POLICY**
    - The proposal states that the charge to FWD for each entity per fiscal year will be \$4975.
    - **MOTION** was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to approve revisions as amended.
    - A list of revisions to the Procurement Policy was presented by Director McDermott.
    - The revisions to Section 7.3 and Section 16 were stricken from the list; these revisions did not apply to FWD so did not need to be changed.
  - M. **FWD OPERATIONS AUDIT**
    - Board Chair Bandettini asked that an audit be done of FWD Operations, with each Board member taking a section and completing an audit. Audits may take place during monthly Study Sessions.
    - The following areas to conduct audits were discussed: Administration, Customer Service, Operations, Personnel, Documentation, Procedures, Infrastructure.
    - The Board tasked GM Lopes to help with ideas; what were his thoughts on what those sections should be.
    - There will be a Study Session next month to share ideas on the areas to be audited.
    - This ASR will be put on next month's Agenda.
  - N. **FWD COUNSEL –REQUEST TO RAISE RATES**
    - **MOTION** was made by Director McDermott, seconded by Director Reha and passed 5-0-0 to approve raising rates for legal counsel to \$250 per hour and a flat fee of \$250 for Board Meetings.
  - O. **CORRESPONDENCE**
    - The following pieces of correspondence were included in the packet:
      - 1) SCWA letter – new rates for water deliveries
      - 2) County of Sonoma FY '18-'19 Prop 4 Estimates for Special Districts
      - 3) Sonoma LAFCO Fiscal Year 2019-2020 Adopted Budget
- IX. **MONTHLY REPORT OF THE DISTRICT ENGINEERS, BRELJE AND RACE**
- FWD Engineer Long updated the Board on Engineer Services for “Water” and Wastewater” projects throughout the Board Meeting.
  - FWD Engineer briefed the Board on updating Water and Sewer mapping products to a GIS platform.
  - The GIS platform would consolidate information into one place instead of many.
  - The current platform being used is Autocad, which is cumbersome; GIS is easier and more efficient.
  - Once information is entered into the GIS platform, the updating would take approximately 1-2 hours per year.
  - FWD Board asked that the GIS platform be added as an agenda item at the August 13<sup>th</sup>, 2019 Board Meeting, and that FWD Engineer Long list the potential benefits to the District in switching to this new platform.
- X. **MONTHLY REPORT FROM GENERAL MANAGER**
- GM Lopes provided current updates for “Water” and “Wastewater” operations and projects. (see G.M.’s report).
  - An additional item GM Lopes spoke on that is not on the GM Report is the El Molino Project, which is reaching the final steps toward completion.
- XI. **SUB-COMMITTEE REPORTS**
- The next Sub-Committee meeting is September 12, 2019 at Graton.
- XII. **DIRECTORS’ REPORTS AND CALL FOR FUTURE AGENDA ITEMS**
- Director McDermott
- XIII. **ADJOURNMENT:**
- **MOTION** was made by Director Morgan, seconded by Director Reha and passed 5-0-0 to adjourn at 7:57 p.m.

APPROVED: August 13, 2019

Submitted by:   
Gwen Taylor, District Administration

BY FWD BOARD OF DIRECTORS:

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