

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

Date: **Tuesday, June 11, 2019**  
Location: District Office - 6530 Mirabel Road, Forestville, California

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

**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
- III. 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, June 11, 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
- II. **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, FWD Engineer-David Long.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director Morgan, seconded by Director McDermott and passed 5-0-0 to approve Agenda as presented.
- IV. **STATEMENTS OF ABSTENTION:** Director Reha - ASR "A" and ASR "B" – possibly pertains to his wife, Gwen Taylor.
- V. **PUBLIC COMMENT:** None
- VI. **CONSENT ITEMS: MOTION** was made by Director McDermott, seconded by Director Morgan and passed 5-0-0 to approve Consent items as presented.
  - 1. Payment of Bills from May 2019
  - 2. Financial (Investments) and Administrative Report
  - 3. Approval of Minutes from May 14, 2019 Regular Board Meeting
- VII. **PUBLIC HEARING:** No public hearing
- VIII. **ACTION ITEMS:**
  - A. **CLOSED SESSION (under Gov't Code #54957.6) EMPLOYEE SALARIES AND BENEFITS**
    - Adjourned into Closed Session at 5:33 PM
    - Reconvened to Open Meeting at 6:10 PM
    - Statement of Closed Session:
      - Merit raises - Consensus of the Board to grant merit raises to three FWD employees based on their performance reviews.
      - COLA of 2.5% - direction given to G.M. Lopes by the FWD Board under following Action Item "B".
  - B. **FWD BOARD APPROVAL OF 2.5% COST-OF-LIVING (COLA) SALARY ADJUSTMENT FOR ALL FULL-TIME POSITIONS AND MERIT INCREASE – SALARY INCREASE: EFFECTIVE JULY 1, 2019**
    - **MOTION** was made by Director McDermott, seconded by Director Morgan and passed 4-0-1 to approve 2.5% COLA Salary Adjustments for all Full-Time FWD employees.
    - G.M. Lopes confirmed with the Board that all FWD employees met expectations on their performance reviews.
  - C. **FWD BOARD APPROVAL FOR "SEWER" TO PAY "WATER" FOR FY 2018-2019 SHARED COSTS**
    - **MOTION** was made by Director McDermott, seconded by Director Benyo and passed 5-0-0 to approve Sewer to pay Water \$325,115.20 for Fiscal Year 2018-2019 shared costs.
  - D. **FWD BOARD APPROVAL FOR "WATER" TO PAY "SEWER" FOR RECYCLED WATER REVENUES**
    - **MOTION** was made by Director McDermott, seconded by Director Benyo and passed 5-0-0 to approve Water to pay Sewer \$27,086.05 for Recycled Water Revenues.
  - E. **FARMHOUSE INN – CONNECTING TO SEWER**
    - G.M. Lopes received update from Joe Bartolomei/Farmhouse Inn that the Farmhouse Inn's application is in review with Sonoma County.

- F. **RECYCLED WATER PICKUP AT THE SEWER TREATMENT PLANT**
- Wendell Trappe/Canyon Rock (currently out of town) is still very interested and will call G.M. Lopes back upon his return to discuss further.
  - G.M. Lopes has not heard back from Bodean. Per Director Reha, Bodean is currently picking up recycled water from Manzana’s newly installed tank at no charge. This may possibly be why G.M. Lopes has not heard back from Bodean.
  - The Board has instructed G.M. Lopes to wait for commitment from Bodean and Canyon Rock before having FWD Engineer start working on plans.
- G. **ETHICS AND SEXUAL HARASSMENT TRAINING**
- Director Reha believes he has already completed the training through his employer. He will bring a copy of the Certificate of Completion for FWD’s files.
  - Chair Bandettini promises to complete before July’s Board Meeting.
- H. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
- FWD’s Project Manager has started reviewing the application.
  - Task B Pollution Prevention Analysis: FWD Engineer Long discussed with the Board of purchasing a handheld analysis device that could be used for not only the TSO but also everyday operations at the Sewer Plant. The Board would like to get confirmation that the Grant will reimburse the purchase. If it will be reimbursed, FWD Engineer Long will put together quotes including one from Hach.
- I. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
- Application package is now with Erin Brock in Legal Review. She will be contacting FWD Legal during the review. The Legal Review should take only weeks vs. months.
  - Erin has requested that USDA provides a Funding Agreement but one will not be drafted until it has been approved so the Project Manager is in contact with Financial Analysis to get this resolved.
- J. **ORDINANCE 61 – IMPLEMENTATION OF ENFORCEMENT**
- Customer called into the District Office because her Real Estate Agent said she had to do a Private Sewer Lateral (PSL) Inspection. G.M. Lopes spoke with the Customer about the requirements and that currently the District is finalizing the process so to hold off on the inspection.
  - The Board of Directors instructed G.M. Lopes to enforce Ordinance 61 and if the Certificate has not been finalized by the time she has inspection done, he is to reassure her that FWD will mail her the certificate.
- K. **FWD WATER MAIN RELOCATION WITH WOHLER BRIDGE REPLACEMENT**
- G.M. Lopes sent bid requests out to Ghilotti, Piazza and Terracon with bid submission deadline of June 24, 2019.
  - All the bids will be provided at July 9, 2019 Board Packet for the Board to approve.
  - Director McDermott reminded G.M. Lopes and FWD Engineer Long to follow Procurement Policy including the Award Packet Checklist. Also FWD may possibly need to publish in the newspapers if over \$35,000.00.
- L. **FWD ACCOUNTING PRACTICES: OPTIONS FOR POTENTIAL UPGRADES – OR - CHANGES**
- During the most recent conference call with Tyler Technologies it was discovered that FWD may not be able to drop RVS if we wish to continue to use the old meters and handhelds.
  - To keep RVS up for strictly meter reads only (not billing) it would be an additional \$1,400.00 (Customer Data Extraction and one year of transaction history) payable to RVS.
  - G.M. Lopes to advise FWD Legal after the Wednesday, June 12, 2019 meeting with Tyler Technologies and whether to explore contract cancellation.
- M. **PROSPECTIVE WATER METER REPLACEMENT PROJECT**
- G.M. Lopes conducted Bench Tests on six meters (Two of each size: 5/8”, 3/4”, and 1”). 5 out of 6 of those meters failed.
  - G.M. Lopes would like to continue further testing on 5/8” and 3/4” since Jamie/RRU stated FWD needs to go by flow usage not the year or age of the meters.
  - Chair Bandettini noted that Badger meters look like the best accuracy for time of life vs. Sensus. G.M. Lopes pointed out the old Sensus were actually made by Rockwell with brass fittings which the new Sensus are not and have digital reading.
  - Chair Bandettini stated since the loss drops in the summer season that the loss is not due to failing meters and instructed G.M. Lopes to review the history and obtain the graph Gwen drafted last year of the loss.
- N. **FEMA (CALOES) REIMBURSEMENT FROM LATE FEBRUARY 2019 FOR FWD FLOOD RELATED EXPENSES**
- G.M. Lopes attended the Applicant’s Briefing for Sonoma County on June 6, 2019 and submitted the Request for Public Assistance (RPA) the same day.
  - During the briefing, G.M. Lopes learned that the wet wells damaged during the flooding could be included for repairs under “preventive”.
  - G.M. Lopes did receive a call today that the District’s DUNS number was not registered and can’t move forward until it has been registered. He confirmed the DUNS number was the same number used in 2017, so he will need to investigate on how to register it.
- O. **UNFUNDED LIABILITY: CALPERS EMPLOYEES**
- **MOTION** was made by Director Reha, seconded by Director McDermott and passed 5-0-0 to approve FWD Staff to pay Unfunded Liability in one lump sum of \$36,743.
- P. **ADOPTION OF RESOLUTION #398: RESETTING AND ADOPTING AN APPROPRIATIONS LIMIT FOR THE 2019-2020 FISCAL YEAR**
- **MOTION** was made by Director McDermott, seconded by Director Morgan and passed 5-0-0 to approve Resolution # 398, resetting appropriation limit to \$189,669.00 for Fiscal Year 2019-2020.

**Q. FWD/GRATON RECYCLE INTERTIE**

- Due to the late rains this year and not being able to discharge after May 14, 2019, G.M. Lopes spoke with Graton’s G.M. and Board President about transferring FWD recycled water to Graton’s facility through the Recycled Water Intertie.
- FWD has the customer base to sell both FWD and Graton’s recycled water and Graton has the holding capacity to relieve FWD ponds when the effluent storage pond has reached its max capacity.
- G.M. Lopes confirmed with Cathy/Water Board that nowhere on the permit is it required for FWD to take back the water, so she had no issues or requires any additional documentation if FWD and Graton moved forward with using the intertie. Per Director Reha it’s stated in the Agreement with Graton the recycled water must be sent back to FWD.
- Consensus among the Board to allow FWD and Graton Sub-Committee to move forward with drafting up an agreement.

**R. CORRESPONDENCE**

- Correspondence #1 (Bromberg and Griffin Accountancy Corp’s proposal): Proposal will be added to July 9, 2019 Agenda for Board to vote on the three (3) year proposal.
- Correspondence #2 (CalWARN email): FWD cannot send Operators at the cost of the District, but if any of the FWD Operators wish to volunteer that is OK.

**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.
- \$35,000.00 State Code Public Contract: FWD Engineers pulled up code which is not very clear but since the cost of the Wohler Project is low enough he doesn’t feel FWD needs to publish. FWD Legal will look into the State requirements to see whether or not FWD needs to publish job in the newspaper.

**X. MONTHLY REPORT FROM GENERAL MANAGER**

- G.M. Lopes provided current updates for “Water” and “Wastewater” operations and projects. (see G.M.’s report)

**XI. SUB-COMMITTEE REPORTS**

- FWD Sub-Committee members reported on status of present projects and/or standing of the Graton/FWD Sub-Committee.
- Next Sub-Committee meeting is September 12, 2019 at Graton.

**XII. DIRECTORS’ REPORTS AND CALL FOR FUTURE AGENDA ITEMS**

- Director McDermott will need to update four items in the Procurement Policy that will need to be presented at the July 9, 2019 Board Meeting for approval.
- Director McDermott attended Town Hall on May 19, 2019. During the Town Meeting it was stated the areas around FWD tanks need debris removed and grass cut. Chair Bandettini stressed that FWD staff should be wearing PPE while working the lawn mower and weed cutter.
- Director McDermott would like G.M. Lopes to research other products to use on weeds besides the current product. He would like to ensure there is no liability on the District with FWD employees spraying weeds.

**XIII. ADJOURNMENT:**


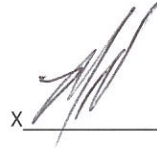
- **MOTION** was made by Director Morgan, seconded by Director Reha and passed 5-0-0 to adjourn at 8:19 p.m.

APPROVED: July 9, 2019

Submitted by: \_\_\_\_\_

  
Dawn Leith, District Administration

BY FWD BOARD OF DIRECTORS:

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