



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



Date: **Tuesday, May 14, 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
- IIII. ADJOURNMENT and reconvene into Regular Public Meeting as follows:

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

Date: **Tuesday, May 14, 2019**  
 Location: District Office - 6530 Mirabel Road, Forestville, California

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

**AGENDA**

- I. **CALL TO ORDER:** @ 5:30 p.m. by Chair Bandettini
- II. **ROLL CALL:** Chair Bandettini, Directors Morgan, Reha, McDermott and Benyo were present.  
 OTHERS PRESENT: G.M. Lopes, Gwen Taylor, Martin Hirsch/Perry Law Offices, FWD Engineer Long, FWD customers Toni Arroyo and Ken Markov – Public Hearing.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director Reha, 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 Morgan, seconded by Director Benyo and passed 5-0-0 to approve Consent items as presented.
  - 1. Payment of Bills from April 2019
  - 2. Financial (Investments) and Administrative Report
  - 3. Approval of Minutes from April 2019 Regular Board Meeting
- VII. **PUBLIC HEARING:** Two customers arrived for the Public Hearing, Toni Arroyo and Ken Markov. They asked about the proposed rate increase and why it was necessary. The Board explained about increased water rates from SCWA which means FWD also has to increase rates.
- VIII. **ACTION ITEMS:**
  - A. **FWD BOARD APPROVAL OF “WATER” ORDINANCE NO. 67 AND “SEWER” ORDINANCE NO. 68 AS DESCRIBED UNDER “ITEM VII – PUBLIC HEARING” ABOVE – EFFECTIVE JULY 1, 2019**
    - **MOTION** was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to approve Ordinance #67 as presented. **MOTION** was made by Director McDermott, seconded by Director Benyo and passed 5-0-0 to approve Ordinance #68 as presented.
  - B. **CLOSED SESSION (under Gov’t Code #54957) FWD PERSONNEL**
    - Time in to Closed Session: 5:45pm
    - Time out of Closed Session: 6:29pm
    - Statement: The FWD Board acknowledged that GM Lopes was doing a great job and gave him a 5% pay increase retroactive to his 6 month anniversary date, taking over as CPO as soon as the state sends the letter of approval.
  - C. **AMENDING ORDINANCE #66: LEAK ADJUSTMENT POLICY**
    - **MOTION** was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to approve Ordinance #69 with Option #2.
    - **MOTION** was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to approve Ordinance #69 with Option #2 with one correction under Section 1(A) 2. – adding “licensed” before plumber’s receipt.
    - FWD Legal Hirsch drafted three options for the FWD Board to consider under Section 1. (B) – Denial of Request.
    - The Board discussed Option #3 – requiring the leak adjustment requestor attend a water conservation class and if not, they would be denied their request.
    - Legal Hirsch thought Option 1, to only allow one adjustment per person per property, harsh and inconsistent compared to other districts; Option 3 is more customer-friendly.



- Director McDermott thought requiring a water conservation class shows the customer will be more willing to prevent leaks from happening in the future.
  - Director Reha believes the water conservation class does not relate to the leak adjustment.
- D. **FARMHOUSE INN – CONNECTING TO SEWER**
- GM Lopes spoke with Joe Bartolomei from the Farmhouse Inn who is still pursuing connecting to the FWD sewer system.
  - The Farmhouse Inn is awaiting approval from PRMD and their general plan.
  - Per FWD Engineer Long, if PRMD approves the Farmhouse Inn’s plan, it will be setting a precedent for others in our district to move forward to connecting to sewer.
- E. **RECYCLED WATER PICKUP AT THE SEWER TREATMENT PLANT**
- Wendell Trappe from Canyon Rock is interested in picking up recycled water at the treatment plant; GM Lopes is discussing pickup in the months of November through April.
- F. **ETHICS AND SEXUAL HARASSMENT TRAINING**
- GM Lopes, CPO Ipsen, Director Morgan, Director McDermott and Director Benyo have completed the Sexual Harassment Training.
- G. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
- MOTION was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to approve FWD Engineer Long to move forward with the implementation schedule and to not exceed spending \$25,000.
  - FWD Engineer Long uploaded the application and all attachments in mid-March.
  - The Grant Manager for FWD’s application should be moving on to these documents shortly.
- H. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
- Per FWD Engineer Long, the grant application is now in legal review and commitment phase; he hopes to have the draft funding within the next couple months.
- I. **ORDINANCE 61 – IMPLEMENTATION OF ENFORCEMENT**
- Director McDermott spoke to a woman at the County Recorder’s Office who sent him to a website for a title company that files a Notice for liens.
  - Per FWD Legal, putting a Notice of lien on a customer could be considered an encumbrance – this could cause liability for the district if doing so costs the customer money.
  - Director McDermott will reach out to the title company referred by the County Recorder’s office.
  - A Notice would state that FWD has the right to file a lien against property if the customer doesn’t comply with completing a Private Sewer Lateral inspection.
- J. **FWD WATER MAIN RELOCATION WITH WOHLER BRIDGE REPLACEMENT**
- FWD Engineer Long has a signed plan that is ready to give to prospective contractors.
  - FWD hopes to keep the Farmhouse Inn’s water on during construction with a temporary line.
  - The temporary system would still allow for a 2 hour shut down in case of an emergency.
  - FWD Engineer Long will distribute the plans to Ghilotti and Piazza.
  - Director McDermott asked if there was a 3<sup>rd</sup> contractor to comply with the FWD procurement policy; Engineer Long agreed to send the plans to a third contractor.
- K. **SERVICE TO SALDANHA PROPERTY**
- The meter was locked off on 4/25/19 and inspected by GM Lopes, who asked the Board’s approval to remove the meter and cap off.
  - The Saldanha’s asked for a list of surplus water buyers – FWD does not recommend any particular surplus buyer but can supply them a list of who currently buys water from FWD.
  - This ASR item can be removed from the list.
- L. **FWD ACCOUNTING PRACTICES: OPTIONS FOR POTENTIAL UPGRADES – OR - CHANGES**
- Per Legal Hirsch, FWD needs to be clear with Tyler Tech that we need a program that is more tailored to fit with our ability to complete tasks.
  - GM Lopes has a phone meeting with Tyler Tech to discuss streamlining the implementation process.
- M. **POTLUCK POOL PARTY**
- The FWD Board chose Saturday August 24<sup>th</sup> at 2pm for the pool party. FWD Staff was asked to each bring a side dish to share.
- N. **RESOLUTION #397: ORDER AN ELECTION BE HELD ON NOVEMBER 5, 2019 FOR THREE (3) FWD BOARD MEMBERS AND REQUEST CONSOLIDATION WITH THE NOVEMBER 5, 2019 GENERAL DISTRICT ELECTION**
- MOTION was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to approve Resolution #397 as presented.
  - The FWD Board decided to have the Candidate pay for the Statement of Qualifications, be billed after the election, and that there were no changes in the District boundaries since the last election in 2017.
- O. **PROSPECTIVE WATER METER REPLACEMENT PROJECT**
- GM Lopes presented information to the Board on a prospective water meter replacement project.
  - 81% of all our meters are from 1989.
  - The current meters have had 13% and above water loss over the last 3 years.
  - A copy of the Sensus quote was handed out at the May 14, 2019 Board Meeting.

- GM Lopes met with a grant writer who writes grants for water meter replacement projects for disadvantaged communities.
- Director Bandettini requested actual data on the water loss with our current meters; GM Lopes will begin working on collecting this data.
- Per FWD Engineer Long, the District is a disadvantaged community on the water side but not on the sewer side.

**P. REQUEST TO BE ANNEXED INTO THE DISTRICT FOR WATER**

- GM Lopes spoke with Jack Long on 5/1/19; the Longs will not be pursuing annexation to the FWD water system.
- Confirmed to remove from Agenda.

**Q. CORRESPONDENCE**

- There was no correspondence in the May 14, 2019 Board Packet.

**IX. MONTHLY REPORT OF THE DISTRICT ENGINEERS, BRELJE AND RACE**

- FWD Long updated the Board on Engineer Services for “Water” and Wastewater” projects throughout the Board Meeting. He had nothing more to add under IX.

**X. MONTHLY REPORT FROM GENERAL MANAGER**

- GM Lopes provided current updates for “Water” and “Wastewater” operations and projects for the month of April 2019. (see GM’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.

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

- None

**XIII. ADJOURNMENT:**

- **MOTION** was made by Director Morgan, seconded by Director Reha and passed 5-0-0 to adjourn at 8:15 p.m.

APPROVED: June 11, 2019

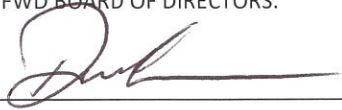
Submitted by




Gwen Taylor, District Administration

BY FWD BOARD OF DIRECTORS:

X



X



X

