

MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

ORIGINAL

Date: **Tuesday, November 5, 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:

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

Date: **Tuesday, November 5, 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, Vice Chair Benyo, Directors Reha, McDermott and Morgan were present.
OTHERS PRESENT: G.M. Lopes, Board Secretary Gwen Taylor, FWD Legal-Martin Hirsch/Perry Law Offices, David Long from Brelje & Race, Diane Hughes, Heather Aldridge, Evelyn Krahn.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director McDermott, seconded by Director Benyo and passed 5-0-0 to approve the Agenda as presented.
- IV. **STATEMENTS OF ABSTENTION:** None
- V. **PUBLIC COMMENT:** None
- VI. **CONSENT ITEMS: MOTION** was made by Director Reha, seconded by Director McDermott and passed 5-0-0 to approve the Consent Items as presented.
 - 1. Payment of Bills from October 2019
 - 2. Financial (Investments) and Administrative Report
 - 3. Approval of Minutes from October 8, 2019 Regular Board Meeting
- VII. **PUBLIC HEARING:** No public hearing
- VIII. **ACTION ITEMS:**
 - A. **DISCUSS RECYCLED WATER USAGE**
 - No new updates.
 - B. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
 - The complete application is in for consideration for funding next year.
 - C. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
 - Per FWD Engineer Long, he is waiting for the credit analyst to resolve the parity issue.
 - There is a possibility the grant portion can be increased to greater than 75%.
 - FWD Legal Hirsch is in communication with Ellen Brooks, who is working with the credit analyst.
 - D. **DISCUSSION REGARDING INVOICE FROM BRELJE & RACE**
 - Included in the board packet: a copy of the invoice in question and a timeline of work completed by Brelje & Race.
 - FWD Engineer Long thinks in a mutually beneficial scenario that costs may be shared.
 - Director McDermott stated in the future, FWD may need a signed contract in this type of scenario.
 - Staff directed to track costs for this project.
 - E. **FWD ACCOUNTING PRACTICES; OPTIONS FOR POTENTIAL UPGRADES – OR - CHANGES**
 - FWD Staff is continuing to research new billing software.
 - A matrix will be included in the December 10, 2019 board packet for updates and review.
 - F. **FWD HOLIDAY PARTY**
 - The FWD Holiday Party will take place from 4pm to 6pm on Thursday, December 12, 2019.
 - G. **FEMA (CAL OES) REIMBURSEMENT FROM LATE FEBRUARY 2019 FOR FWD FLOOD RELATED EXPENSES**
 - GM Lopes received an email from the FWD handler and will set up the final closing statement.
 - H. **DISCUSSION REGARDING WATER CONNECTION FEES**
 - FWD Engineer distributed a handout with new water connection fees to be updated on the new ordinance.

- The language in the new ordinance needs to state that it is superseding any previous ordinance and amendment.
 - A draft of Ordinance 70 will be presented at the December 10, 2019 Board Meeting for approval to begin the Prop 218 process.
- I. **RESOLUTION NO. 399 – RESCIND RESOLUTION NO. 257 (WATER CONNECTION FEES ADOPTED IN 2002)**
- **TABLED** until Ordinance No. 70 has been approved.
- J. **DISTRICT OPERATIONS AUDIT**
- A Study Session will take place at the December 10, 2019 Board Meeting on how to conduct an audit.
- K. **UPDATING THE WATER AND SEWER MAPPING PRODUCTS TO A GIS PLATFORM**
- The Board requested quotes be in increments; therefore making smaller improvements over time and allowing FWD to properly budget for the future to update the mapping products to a GIS platform.
- L. **FUSD-RECYCLED WATER USE**
- The 11/1/19 meeting needed to be rescheduled due to the mandatory evacuation; the new meeting date will be 11/25/19.
 - The recycled water flow has been shut off until the system is corrected.
- M. **BOARD APPROVAL OF MUTUAL AID AGREEMENT BETWEEN FWD AND GRATON CSD**
- **TABLED** until FWD hears back from Graton CSD.
 - A draft of the Mutual Aid Agreement between FWD and Graton CSD was included in the 11/5/19 Board Packet for review.
- N. **STATUS OF PRESSURE SUSTAINING VALVE ON THE DISTRICT OFFICE STANDPIPE**
- The valve is scheduled for delivery on 11/7/19 and FWD Staff will work on installation as soon as possible.
- O. **DISCUSSION REGARDING BOARD MEETING AGENDAS AND ASR'S**
- The District Secretary will be attending a CSDA conference from 11/12/19 through 11/14/19 to receive training on Agendas, Minutes, and various other topics and will present findings to the Board at the 12/10/19 Board Meeting.
- P. **DISCUSSION REGARDING CALCLEAN INC. REQUESTING APPROVAL TO DISCHARGE WATER INTO THE FWD SEWER SYSTEM**
- Per GM Lopes, FWD will not approve the request from CalClean Inc.
 - Item to be removed from Agenda.
- Q. **DISCUSSION REGARDING PRV'S IN THE WATER DISTRIBUTION SYSTEM**
- **MOTION** was made by Director McDermott, seconded by Director Reha and passed 5-0-0 to approve moving forward with the bidding and engineering process to replace one PRV with a not to exceed limit of \$20,000 on engineering costs.
 - The Winter Orchard PRV has been repaired.
 - Three PRV's are not working; there is a possibility that only two PRV's need to be replaced.
 - Per the Forestville Fire Department, if one PRV is completely removed from the system, the pressure cannot be less than what FWD currently has.
- R. **DISCUSSION REGARDING NEW REQUESTS FOR WATER SERVICE**
- Both potential customers directed to contact LAFCO since neither property is inside the FWD water district.
- S. **RECYCLED USER POLICIES AND PROCEDURES**
- FWD does not currently have a policy outside of the State requirements.
 - A new application process needs to be created as part of the recycled water use agreement; a more formal approval process that is signed off by an inspector as a functional and county approved system.
 - The new policy will outline how to proceed with any red flags for improper use of the recycled water, a shut off policy, and reporting any improper use to the state.
 - Director McDermott will work with GM Lopes on creating this new policy.
- T. **ETHICS TRAINING**
- All Directors are current on Ethics training.
- U. **FISCAL YEAR 2020/2021 PRELIMINARY BUDGETS**
- Budget Ad-Hoc committee will meet on 12/5/19 from 2 – 5pm at Brelje & Race.
 - Budget vs. Actuals-to-date will be provided by GM Lopes.
- V. **RECYCLED WATER CUSTOMERS: MANDATORY TRAINING SESSION-DECEMBER 4, 2019**
- GM Lopes will be conducting a Mandatory Training Session for all Recycled Water Customers on Wednesday, December 4, 2019 at 2:00pm.
 - A second training will be provided before the end of the year for those that cannot make the training on 12/4/19.
 - A copy of the letter sent to all Recycled Water Customers is included in the November 5, 2019 Board Packet.
- W. **WASTEWATER/WATER DISTRIBUTION OPERATOR II POSITION**
- FWD employee Nick Nadeffe gave his notice; GM Lopes discussed with the Board the hiring process for the open Wastewater/Water Operator II position.
 - On October 31, 2019 a job announcement was published on CWEA, FWD Facebook page, and the FWD Website, with a final filing date of 11/8/19.
- X. **CORRESPONDENCE**
- No correspondence was included in the 11/5/19 Board Packet.

- 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.
 - One item not discussed: the YSI handheld analyzer came in. They ran into an error with calibration. Bad calibration solution. All calibrated and ready to go.
- 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 Graton Sub-Committee meeting will take place in December.
- XII. **DIRECTORS’ REPORTS AND CALL FOR FUTURE AGENDA ITEMS**
 - None
- XIII. **ADJOURNMENT:**
 - **MOTION** was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to adjourn at 7:25 p.m.

APPROVED: December 10, 2019

Submitted by: 
Gwen Taylor, District Secretary

BY FWD BOARD OF DIRECTORS:

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