



MINUTES
BOARD MEMBER STUDY SESSION
PUBLIC WELCOME
Forestville Water District

Date: **Tuesday, October 8, 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, October 8, 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 Reha, McDermott and Morgan were present. Vice Chair Benyo was absent. OTHERS PRESENT: G.M. Lopes, FWD Admin Gwen Taylor, FWD Legal-Martin Hirsch/Perry Law Offices, and Dyanna Stetina from Brelje & Race.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director McDermott, seconded by Director Reha and passed 4-0-1 to approve the Agenda as presented.
- IV. **STATEMENTS OF ABSTENTION:** None
- V. **PUBLIC COMMENT:** None
- VI. **CONSENT ITEMS: MOTION** was made by Director McDermott, seconded by Director Reha and passed 4-0-1 to approve the Consent Items as presented.
 - 1. Payment of Bills from September 2019
 - 2. Financial (Investments) and Administrative Report
 - 3. Approval of Minutes from September 10, 2019 Regular Board Meeting
 - 4. Approval of Minutes from September 3, 2019 Special Board Meeting
- VII. **PUBLIC HEARING:** No public hearing
- VIII. **ACTION ITEMS:**
 - A. **DISCUSS RECYCLED WATER USAGE**
 - GM Lopes and FWD Engineer Long met with Wendell Trappe from Canyon Rock, Dean Soiland from Blue Rock Quarry, and Catherine Bartolomei from the Farmhouse Inn on 9/11/19 to discuss a possible recycled water reservoir.
 - Canyon Rock Quarry and Blue Rock Quarry would use the recycled water; the reservoir would store water for fire suppression if needed.
 - Originally the size of the reservoir discussed would be 3 ¼ acres; based on the feasibility study numbers, the reservoir would need to be bigger than was originally intended.
 - A large part of the discussion during the meeting was which property the pipeline would run through and the best way to get over the creek.
 - A Memo from Brelje & Race regarding a possible recycled water reservoir was included in the 10/8/19 Board Packet.
 - The Memo summarizes that the water use from the two quarries would balance out in a wet year; however, the size of the reservoir would need to be 41 acre feet, which may be too large for Catherine Bartolomei's property.
 - The costs involved in the preparation work for this study should be paid by the potential customers; invoice number 21265 from Brelje & Race to FWD includes costs regarding this prep work, which should not be payable by FWD; this will be discussed under an ASR at the 11/5/19 Board Meeting.
 - B. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
 - The handheld analyzer has arrived and the process can be started on the Nitrate Study.
 - C. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
 - FWD Legal Hirsch heard from Ellen Brooks regarding the State's willingness to proceed without the usual parity language in the existing ISA that we have from 2001 with the County; the new ISA needs to be in parity with the old ISA; the two documents have to agree.

- Any future encumbrance must be subordinate to the obligation under that ISA; right now there is a conflict between the two documents.
 - FWD Legal Hirsch will go back to Ellen Brooks and see if the State Water Resources Control Board will agree to subordinate.
 - The Board asked FWD Legal Hirsch for an update as soon as he hears from Ellen Brooks.
- D. **FWD WATER MAIN RELOCATION WITH WOHLER BRIDGE REPLACEMENT**
- Per GM Lopes, Piazza Construction completed the project on 10/8/19.
 - Piazza Construction set up a valve on the tap; the tap was put in exactly as described by Brelje & Race.
 - A blow off was added and gates were put in on top for access.
 - There was no water service disruption to the Farmhouse Inn or anyone in the area.
- E. **FWD ACCOUNTING PRACTICES; OPTIONS FOR POTENTIAL UPGRADES – OR - CHANGES**
- FWD Staff is researching new billing software.
 - To follow the Procurement Policy, Staff is currently gathering information on four companies.
 - FWD Board suggested including a matrix with updated information with each board packet during the research process.
- F. **PROSPECTIVE WATER METER REPLACEMENT PROJECT**
- No new updates.
 - This will be taken off as an ASR.
 - Director McDermott suggested keeping track of all meters taken out for efficiency tests.
- G. **FEMA (CAL OES) REIMBURSEMENT FROM LATE FEBRUARY 2019 FOR FWD FLOOD RELATED EXPENSES**
- The paperwork to be signed was received on the Grants Portal; the reimbursable amount for management fees is \$1213.20.
- H. **DISCUSSION REGARDING WATER CONNECTION FEES**
- Brelje & Race drafted a Memo regarding Water Connection Fees to include in the 10/8/19 Board Packet.
 - The Memo assesses current value of the system and current value of reserve accounts to replace components of the system, divided by the total number of equivalent single family dwellings to calculate updated connection fees.
 - Some of the older piping installed in the 1960's and 1970's needs to be replaced and is valued at \$0.
 - Hydrants have a 100 year life so still have value; PRV's have a 50-year life so do not have any value left; the tanks are newer so still have value; the value for recent Scada facilities and control valve stations installed with the Young Tank replacement are included.
 - Based on the Memo, the calculated base connection fee is approximately \$5400.00.
 - The old connection fee structure has three Fund numbers; per the Engineer only one Fund is needed and would be titled Distribution Fund.
 - There is a large discrepancy between the value to replace the system versus the value of the system which will need to be addressed in the next 5-10 years.
 - Per GM Lopes, any new connections will likely be required to put in a 1 inch water meter, therefore the base fee of \$5400 should be assigned to the 1 inch meter.
 - The cost of the meter on the current fee schedule does not include the cost of the labor; average time to install a meter is approximately 10 minutes. The fee should include the cost of the meter plus the minimum fee for one hour of labor to be consistent with the FWD fee schedule.
 - Brelje & Race will draft the new Ordinance per FWD Board.
- 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 copy of the updated Audit Outline was included in the October 8, 2019 Board Packet.
- K. **UPDATING THE WATER AND SEWER MAPPING PRODUCTS TO A GIS PLATFORM**
- FWD Board has more questions for FWD Engineer Long.
 - Director McDermott directed Staff to look into free reader programs; if they aren't free, Staff is to research the costs associated with the programs.
- L. **ESTABLISHING A RETENTION POLICY FOR ALL DOCUMENTS AND RECORDS**
- MOTION was made by Director Reha, seconded by Director McDermott and passed 4-0-1 to approve the Retention Policy as presented.
 - An updated draft of the Retention Policy was included in the October 8, 2019 Board packet for approval.
- M. **FUSD-RECYCLED WATER USE/RECYCLED WATER POLICIES**
- The meeting at FUSD is set for 11/1/19; GM Lopes will be on site to answer any questions.
 - Director McDermott asked for documents stating no cross-contamination. The purple pipe, which should be for recycled water only, is not actually recycled water and there are issues that need to be resolved with the FUSD system.
 - FWD Board directed GM Lopes to draft a letter to FUSD administration stating as a precaution, FWD will be locking off the recycled water until the issue with the system is resolved.
- N. **DISCUSSION REGARDING ANNUAL CONTRACTS OF CONTRACTORS/VENDORS**
- No new updates.
 - The Board requested this ASR be taken off the Agenda until there are updates to present.

- O. **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 10/8/19 Board Packet for review and possible approval.
- P. **STATUS OF PRESSURE SUSTAINING VALVE ON THE DISTRICT OFFICE STANDPIPE**
- Per GM Lopes, the pressure sustaining valve has been ordered; once the valve arrives it will be installed and the pressure checked.
- Q. **DISCUSSION REGARDING BOARD MEETING AGENDAS AND ASR'S**
- The District Secretary will be attending a CSDA conference in November to receive training on Agendas, Minutes, and various other topics and will present the findings to the Board.
- R. **REQUEST FROM GM LOPES TO CHANGE THE NOVEMBER 2019 BOARD MEETING DATE**
- **MOTION** was made by Director McDermott, seconded by Director Morgan and passed 4-0-1 to change the November 12, 2019 Regular Board Meeting to November 5, 2019.
- S. **DISCUSSION REGARDING CALCLEAN INC. REQUESTING APPROVAL TO DISCHARGE WATER INTO THE FWD SEWER SYSTEM**
- A letter from CalClean Inc. was included in the 10/8/19 Board Packet requesting approval to discharge approximately 5-10k gallons daily for 30-90 days into the FWD Sewer System. This would take place at the former Chevron Station located at 6490 Front Street in Forestville.
 - The event will be conducted to determine vapor and groundwater hydrocarbon removal efficiency at the site.
 - The discharge can't happen during the rainy season – it would need to take place during the spring or early summer.
 - GM Lopes will do more research on the chemicals involved with the extracted water.
 - FWD is not obligated to do this and the Board has requested more information.
- T. **DISCUSSION REGARDING PRV'S IN THE WATER DISTRIBUTION SYSTEM**
- FWD has received several calls regarding low water pressure in the Forestville Central Zone.
 - A Memo from Brelje & Race regarding PRV's in the Water Distribution System was handed out at the 10/8/19 Board Meeting.
 - Dyanna Stetina from Brelje & Race and GM Lopes went out to check the PRV on Winter Orchard first.
 - System-wide, many of the PRV's have failed. 1 valve can be rebuilt, the other 3 need to be replaced – these were installed in the 1960's and the parts are not available to rebuild/repair these PRV's.
 - The manholes/vaults may need to be reconstructed as well due to being tight and not having enough space to take samples and readings.
 - A rebuild kit was ordered and will be used to repair the PRV on Winter Orchard.
 - To replace piping and valves is approximately \$30k per valve station; to replace piping and valves and install manholes is approximately \$45k per valve station. The budget for 2019-2020 is \$60k to replace valves. There are potentially 3 stations for the Forestville Central Zone to replace; possibly as little as 1.
 - Dyanna Stetina suggests doing modeling work to see if any of the valves can be completely removed.
 - The minimum water pressure to deliver to FWD customers is 40 psi; Brelje & Race will research the maximum pressure.
 - Director McDermott suggested FWD purchase a data logger/pressure reader; this will allow for continuous pressure monitoring.
 - FWD Board has instructed Brelje & Race to continue with the model on water pressure to see if a PRV can be removed and what the maximum pressure is to deliver to FWD customers.
- U. **DISCUSSION REGARDING NEW REQUEST FOR WATER SERVICE**
- GM Lopes received two calls regarding connecting to the FWD Water System.
 - One call was from a potential customer on Thomas Road who received approval from the FWD Board in 2012 to possibly connect and was then directed to LAFCO to start the process. The customer did not approach LAFCO at that time. The FWD Board stated that anyone outside the District must first be approved through LAFCO.
 - The second call was a potential customer on Highway 116 who is in the District but not connected as of present. **(Upon further research, GM Lopes found out on 10/9/19 that this potential customer is not within the District).**
 - FWD Legal Hirsch suggested creating a policy for potential customers already inside the District that want to connect to the water system.
 - FWD Board requests this ASR be placed on the 11/5/19 Board Meeting agenda.
- V. **CORRESPONDENCE**
- No correspondence was included in the 10/8/19 Board Packet.
- IX. **MONTHLY REPORT OF THE DISTRICT ENGINEERS, BRELJE AND RACE**
- Dyanna Stetina from Brelje & Race updated the Board on Engineer Services for “Water” and Wastewater” projects throughout the Board Meeting.
- 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

- At the 9/25/19 Sub-Committee meeting, FWD and Graton CSD discussed putting together an agreement between the two districts to use the intertie for recycled water.
- FWD can take some of Graton's recycled water to sell it; during winter months FWD would then have a place to store water so no discharge would be necessary.
- The overall goal of this agreement is that both plants have zero discharge. This could be a big step toward obtaining this goal.
- FWD does not want to commingle water at all.
- Instead of sending FWD the water, Graton can pump directly to those recycled water customers.
- Sub-Committee members are looking for each respective board's approval to continue working on putting this agreement together.
- The Board approved moving forward with an agreement between FWD and Graton CSD to use the intertie for recycled water.

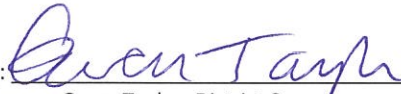
XII. DIRECTORS' REPORTS AND CALL FOR FUTURE AGENDA ITEMS

XIII. ADJOURNMENT:

- **MOTION** was made by Director Morgan, seconded by Director Reha and passed 4-0-1 to adjourn at 8:11 p.m.

APPROVED: November 5, 2019

Submitted by:


Gwen Taylor, District Secretary

BY FWD BOARD OF DIRECTORS:

X



X



X

