



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

Date: **Tuesday, September 10, 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, September 10, 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, Gwen Taylor, FWD Legal-Martin Hirsch/Perry Law Offices, Diane Hughes, and Heather Aldridge. FWD Engineer arrived late.
- III. **APPROVAL OF AGENDA:** **MOTION** was made by Director McDermott, seconded by Director Morgan and passed 5-0-0 to approve the Agenda as presented.
- IV. **STATEMENTS OF ABSTENTION:** Director Reha on ASR A
- 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 Reha, seconded by Director Morgan and passed 5-0-0 to approve Financial Investments. **MOTION** was made by Director McDermott, seconded by Director Morgan and passed 5-0-0 to approve the August 13, 2019 Minutes with the following correction under ASR: add a fourth bullet stating "Board instructed Staff to revise the policy document with several changes."
  1. Payment of Bills from August 2019
  2. Financial (Investments) and Administrative Report
  3. Approval of Minutes from August 13, 2019 Regular Board Meeting
- VII. **PUBLIC HEARING:** No public hearing
- VIII. **ACTION ITEMS:**
  - A. **CLOSED SESSION UNDER Gov't Code #54957 (FWD PERSONNEL)**
    - FWD Board went into Closed Session at 5:51pm and reconvened at 6:30pm.
    - Director Reha recused himself after learning the topic of Agenda item A.
    - The Board made the following statements after reconvening:
      - The Board directed GM Lopes, for consistency purposes, to select a District Secretary. The Board also directed GM Lopes and the District Secretary to take training on the duties and presentation of agendas, minutes, ASR's, and board packet preparation.
  - B. **DISCUSS RECYCLED WATER USAGE**
    - GM Lopes presented two handouts at the meeting that were not included in the board packet: a Memo from Brelje & Race titled Giovanetti Road Recycled Water Reservoir and Transmission Main and a 2018-2019 Total Water Usage for Canyon Rock Quarry, Blue Rock Quarry, and Iron Horse Vineyards.
    - There is no change at the Wastewater Plant – recycled water is still ready to be picked up on site.
    - Catherine Bartolomei approached David Long from Brelje & Race; she is interested in setting up a meeting regarding delivery of recycled water to her property on Giovanetti Road. She is also interested in building a small storage pond on her property; this could also be used for regional fire purposes.
    - GM Lopes has a meeting at the FWD office on 9/11/19 with Wendell Trappe from Canyon Rock Quarry, Dean Soiland from Blue Rock Quarry, and Catherine Bartolomei from the Farmhouse Inn to discuss delivery of recycled water and the possibility of building a storage pond on the Bartolomei property. FWD Engineer Long will also be present.
    - The majority of recycled water goes to the Youth Park and schools as opposed to agriculture users.

- C. **ETHICS AND SEXUAL HARASSMENT TRAINING**
  - All directors have completed the required Sexual Harassment Training.
- D. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
  - Per FWD Engineer Long, the application is at Sacramento.
  - Per FWD Engineer Long, FWD should let the State Regional Water Control Board know that the time schedule and dates that have been approved need to be pushed out further.
- E. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
  - FWD Engineer Long has been in contact with Ellen Brooks, the State Legal Counsel.
  - The Grant Application is in the last stage review stage.
  - FWD Engineer researched the USDA loan agreements for the application.
  - There is an issue with the new loan achieving parity in terms of its promise to be repaid with the existing USDA loans; the existing loans do not have the existing language or clause that allows for that parity situation to be granted; a possible amendment may need to be added to those agreements to remedy the standard language.
- F. **FWD WATER MAIN RELOCATION WITH WOHLER BRIDGE REPLACEMENT**
  - Piazza Construction started to put on the saddle to be able to start the tap; the pipe is so thin it sprung a small leak, so to fix this leak they have ordered a part and will repair the leak as soon as it arrives.
- G. **FWD ACCOUNTING PRACTICES; OPTIONS FOR POTENTIAL UPGRADES – OR - CHANGES**
  - The termination agreement with Tyler Technologies was mailed with payment on 8/15/19.
- H. **PROSPECTIVE WATER METER REPLACEMENT PROJECT**
  - FWD Staff is changing out meters with face plates that are difficult to read; many meters are cloudy or scratched.
- I. **FEMA (CAL OES) REIMBURSEMENT FROM LATE FEBRUARY 2019 FOR FWD FLOOD RELATED EXPENSES**
  - Cal OES mitigation has hit an issue regarding FWD not having a Local Hazard Mitigation Plan.
  - The first week of September the State called to say FWD wasn't eligible due to not having a Local Hazard Mitigation Plan in place; the State said FWD could piggyback on the County of Sonoma's Local Hazard Mitigation Plan.
  - On 9/10/19 GM Lopes received an email stating FWD was eligible; GM Lopes asked the Board if we should look into the expense of creating a Local Hazard Mitigation Plan. This would require hiring an outside service to create this plan.
  - FWD Board directed GM Lopes to gather information on costs to create the Local Hazard Mitigation Plan.
  - The FEMA money for all emergency-related expenses is on pace to be reimbursed.
- J. **ADOPT RESOLUTION NO. 399 – RESCIND RESOLUTION NO. 257 (WATER CONNECTION FEES ADOPTED IN 2002)**
  - MOTION was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to table ASR J until Ordinance 70 is adopted.
  - Resolution 257 will be kept active until Ordinance 70 is adopted.
- K. **ORDINANCE #70-WATER CONNECTION FEES**
  - MOTION was made by Director Reha, seconded by Director Morgan, to approve Ordinance 70 as presented.
  - MOTION was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to rescind the original Motion and make the following MOTION: Table ASR K until the 10/8/19 board meeting and direct FWD Staff to acquire more information.
  - The Fund amounts on Ordinance 70 are from 2002 and may need to be updated; these fees are collected to improve infrastructure.
  - FWD Board directed GM Lopes to gather more information on the following: what are the Storage Fund, Distribution Fund, and Supply Fund amounts based on and should they be increased.
- L. **DISTRICT OPERATIONS AUDIT**
  - MOTION was made by Director McDermott, seconded by Director Reha and passed 5-0-0 to approve Audit Topics with amendments, the suggested two (2) Directors per topic, the addition of items I and J under #3, and to start the audit with #3 of the Audit Topics in three (3) months time.
  - Director Reha gave a verbal overview: Directors McDermott and Reha met as a Sub-committee on 8/29/19 to go over general topics and created a rough outline of five (5) different Audit Topics. At the Special Meeting on 9/3/19 the Board reviewed the rough outline and created formal topics to be presented at the 9/10/19 Regular Board Meeting.
  - Board Chair Bandettini suggested adding two sub-topics under #3 (Administration) – Employee Satisfaction and Customer Satisfaction.
  - The Minutes from the 9/3/19 Special Board Meeting will be included in the 10/8/19 Board Meeting for review and possible approval.
- M. **UPDATING THE WATER AND SEWER MAPPING PRODUCTS TO A GIS PLATFORM**
  - MOTION was made by Director McDermott, seconded by Director Reha and passed 5-0-0 to table ASR M until the 10/8/19 board meeting to gather more information on updating the Water and Sewer Mapping Products to a GIS Platform.
  - Currently FWD mapping information is in many different places and files as well as on an Autocad platform.
  - Two proposals for updating the Water and Sewer mapping products to a GIS platform were included in the board packet for review: the proposal for "Water" is \$23,000 and the proposal for "Sewer" is \$11,400.
  - Per FWD Engineer Long, updating the mapping products to a GIS platform is more intricate than he originally thought.
- N. **ESTABLISHING A RETENTION POLICY FOR ALL DOCUMENTS AND RECORDS**
  - A draft as well as a redline copy of the Retention Policy were included in the board packet for review.

- More work needs to be done on the policy before possible approval.
- FWD Staff was instructed to send electronic copy of the Retention Policy to Director McDermott for editing; once edits have been completed he will email to FWD Legal Hirsch for review.

**O. FENCE AROUND THE LIFT STATION**

- **MOTION** was made by Director Morgan, seconded by Director Reha and passed 5-0-0 to approve the quote from Able Fence Company for \$9450.
- GM Lopes acquired three (3) quotes for building a fence around the FWD Lift Station at Mirabel and River Road: Kenwood Fence Co for \$9630, Able Fence Co for \$9450, and Redwood Residential Fence for \$7000.
- GM Lopes recommended Able Fence Co. as the best value.

**P. FWD BOARD DIRECTION-AND-APPROVAL NEEDED TO REINVEST ONE (1) "WATER" \$54K CD WITH J.P. MORGAN SECURITIES, LLC THAT WILL BE MATURING ON SEPTEMBER 27, 2019**

- **MOTION** was made by Director Reha, seconded by Director Morgan and passed 5-0-0 to approve reinvesting the \$54K CD with J.P. Morgan Securities at the 1-year interest rate of 1.75%.
- One "Water" \$54K CD with J.P. Morgan Securities, LLC will mature on September 27, 2019; The FWD Board discussed reinvesting this CD with J.P. Morgan or Umpqua Bank.

**Q. DISPOSAL OF OLD TRUCK**

- GM Lopes discussed three options regarding disposal of the old GMC truck: \$100 from Bryan's Auto Salvaging, \$130 from Creme's Dismantling, or \$60 from Pick N' Pull.
- Per FWD Auditor Blomberg, since the truck has value, it cannot be donated.
- FWD Board directed GM Lopes to list the truck on Craigslist; if there is no offer within a couple days after listing, FWD will call one of the options listed above.

**R. FUSD-RECYCLED WATER USE/RECYCLED WATER POLICIES**

- FUSD did some on site investigating to confirm where the recycled water line feeds on their property.
- FUSD still needs to figure out why the purple recycling pipe line doesn't feed all the recycled system. No records exist from when this system was installed.
- Director McDermott voiced concerns over possible cross-contamination.
- Jackie Bertero from FUSD and FWD Staff will meet at the site on November 1, 2019 to go through everything; there will be no children on campus on this date.
- GM Lopes will be on site at the 11/1/19 meeting to answer questions only; the investigative work will be done by FUSD and anyone they hire.
- Director McDermott asked for a copy of the Backflow Prevention Test for the recycled water system and requested GM Lopes draft a policy to handle potential risk of cross-contamination.
- Director Reha stated it is in the best interests of FWD and all customers to make sure there is no cross-contamination and help FUSD as much as possible.

**S. DISCUSSION REGARDING ANNUAL CONTRACTS OF CONTRACTORS/VENDORS**

- Director McDermott requested set pricing for Time & Materials; on emergency projects an estimate on fixed prices for the year would be requested.
- The reason FWD has these contracts in place is so that we already have a copy of their certificate of insurance on file.

**T. DISCUSSION REGARDING MEETING MINUTES**

- FWD Board requested a draft of Meeting Minutes be emailed to the Board within a week after each Board Meeting for review and feedback; after all edits a finalized and approved copy will then be emailed to the Board.
- Board Chair Bandettini requested to discuss the Agenda and ASR's be added as an Agenda item on the 10/8/19 Board Meeting.

**U. CORRESPONDENCE**

- No correspondence.

**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 Long added two things:
  1. Regarding the Water Meter Connection Fees – fees are roughly in the 5-10k range for a three quarter inch meter for other municipalities, which is 3-4 times what FWD is charging. FWD Engineer will work with GM Lopes to come up with the rough asset valuation.
  2. FWD Engineer Long will be on vacation during the 10/8/19 Board Meeting; he asked if someone should be at the meeting in his stead or should the meeting be moved to the third Tuesday. Director Benyo will not be available for meeting if it is moved to the third Tuesday in October.

**X. MONTHLY REPORT FROM GENERAL MANAGER**

- GM Lopes provided current updates for "Water" and "Wastewater" operations and projects. (see G.M.'s report).
- One thing that was not in the board packet: A customer called on Friday 9/6/19: there are three meter boxes in front of a customer's house and two boxes were damaged; is this the District's or customer's responsibility to replace the boxes.
- FWD Board states it is the District's responsibility to protect the equipment.

XI. SUB-COMMITTEE REPORTS

- The next Sub-Committee meeting is September 12, 2019 at Graton.

XII. DIRECTORS' REPORTS AND CALL FOR FUTURE AGENDA ITEMS

XIII. ADJOURNMENT:

- MOTION was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to adjourn at 9:18 p.m.

APPROVED: October 8, 2019

Submitted by:   
Gwen Taylor, District Secretary

BY FWD BOARD OF DIRECTORS:

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