

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



Date: **Tuesday, November 13, 2018**  
Location: District Office - 6530 Mirabel Road, Forestville, California

Time: **5:00 PM**

**AGENDA – NO STUDY SESSION TONIGHT**

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

Date: **Tuesday, November 13, 2018**  
Location: District Office - 6530 Mirabel Road, Forestville, California

Time: **5:30 PM**

**AGENDA**

- I. **CALL TO ORDER:** @ 5:30 p.m. by Chair Bandettini
- II. **ROLL CALL:** Chair Bandettini, Directors Benyo, Morgan, Reha and McDermott were present.  
**OTHERS PRESENT:** G.M. Lopes, Dawn Leith, Martin Hirsch/Perry Law Offices, David Long/Brelje and Race, Peter Renkow (District Customer)–ASR “M”, John Kiriakopolos (District Customer)-no specific ASR item.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director Reha seconded by Director Morgan and passed 5-0-0 to approve Agenda with the following modification: move ASR “M” after ASR “A”.
- IV. **STATEMENTS OF ABSTENTION:** Director Reha abstaining from ASR “N” (Holiday Pay)
- V. **PUBLIC COMMENT:**  
(The public may address the Board at this time. Testimony is limited to three minutes.)
- VI. **CONSENT ITEMS: MOTION** was made by Director Reha, seconded by Director McDermott and passed 5-0-0 to approve Consent items #1 and # 2 as presented, and Minutes after correction is made.
  1. Payment of Bills from October 2018
  2. Financial (Investments) and Administrative Report
  3. Minutes: ASR “L” – Need to strike from minutes “*Director McDermott doesn’t want FWD staff to obtain quote from Microsoft365 but to obtain quote from Google Docs instead*”. Per Director McDermott, his recommendation was that the District needs to consult with an IT company on the best cloud server system for the District.
- VII. **PUBLIC HEARING:** Take public comment on the Proposed Adoption of:  
**WATER/SEWER:** Ordinance # 65: Master Fee Schedule – Amendment of Ordinance # 60  
(See Action Item #VIII – “A” below)
- VIII. **ACTION ITEMS:**
  - A. **ORDINANCE #65: FWD BOARD APPROVAL OF “MASTER FEE SCHEDULE” AMENDMENT OF ORDINANCE #60 – PUBLIC HEARING TONIGHT / ADOPTION**
    - **MOTION** was made by Director McDermott, seconded by Director Benyo and passed 5-0-0 to approve as presented.
  - B. **BODEAN COMPANY – INSTALLING A LINE AT THEIR PROPERTY FOR RECYCLED WATER**
    - No new update. GM Lopes will contact Bodean to confirm if item can be removed from Agenda.
  - C. **RESOLUTION #393: FWD 2018 BIENNIAL CONFLICT OF INTEREST CODE UPDATE (Gov’t Code #87306.5)**
    - **MOTION** was made by Director Reha, seconded by Director McDermott and passed 5-0-0 to approve Resolution #393 as presented.
  - D. **OLD OFFICE EQUIPMENT**
    - FWD Legal to research how District is to dispose of items that were donated or obtained at no cost to FWD.
    - GM Lopes will compile an inventory list along with working on his recommendation of an inventory process and policy for proper disposal of old equipment.
    - Board recommended CSDA forum to ask if anyone else has a policy already in place that we can review or duplicate.
  - E. **FWD HOLIDAY CELEBRATION**
    - Will be Dec. 6, 2018 at the FWD District Office.
  - F. **NPDES PERMIT and TIME SCHEDULE ORDER**
    - Recycle Report conditionally approved
    - Division of Drinking Water stating conflicts with NPDES permit. FWD Engineer Long sent email to Shirley (Division of Drinking Water) and Catherine (NCRWB.) requesting to schedule a meeting with them both to go over these conflicts.

- F. **NPDES PERMIT and TIME SCHEDULE ORDER (Continued)**
- The permit's due date of 10/1/2018 for a plan on Jones Creek has been delayed until Dec 2018. FWD Engineer Long shared a draft of the plan at the meeting.
  - Work plan to reduce loading (copy provided on the table for review, not included in the packet as ASR stated) - \$30k for tests diagram of cost for the monitoring, which is to start no later than Jan. 1, 2020. Grant money could help pay for this cost and if received in time may possibly start before that date.
- G. **FISCAL YEAR 2019/2020 PRELIMINARY BUDGET(S)**
- Chair Bandettini and Director Reha will have Data Collecting Meetings on Jan 9, 2019 at 2pm to prepare for Ad-HOC meeting (date and time to be decided).
  - GM Lopes to start training in December with FWD Engineer on the data formula spreadsheet used for the Budget.
  - FWD Administration to provide Actuals for Fiscal Year 2017/18 immediately and Actuals for Fiscal Year 2018/19 Year to Date in January 2019 for Collecting Meeting.
- H. **DISTRICT SEEKING GRANTS FOR COLLECTION SYSTEM, WATER SYSTEM AND TREATMENT PLANT WITH ASSISTANCE OF RCAC**
- FWD Engineer Long did his monthly check in with Grant Rep but so far no response from Grant Rep. He did receive confirmation that the Environmental Packet is complete but Fish and Game needs to review.
  - Expecting grant decision by March 2019 approximately.
  - Prop 3 was not voted in, so there will be no additional grant money as originally hoped for.
- I. **ORDINANCE 61 – DISCUSS IN FURTHER DEPTH ON HOW TO IMPLEMENT SINCE NEITHER PRMD, SO CO ASSESSORS AND SO CO RECORDER HANDLE THE RECORDING TO ALERT TITLE COMPANIES**
- FWD Administration to forward all correspondences regarding recording of ordinance to Director McDermott, so he can research with PRMD and Recorder's Office to have ordinance be on title search reports.
  - North Bay Realtor Association's Legal has it but no ETA of when the new disclosures will be complete.
- J. **FWD WATER MAIN RELOCATION WITH WOHLER BRIDGE REPLACEMENT**
- Sonoma County to begin the work on the bridge approximately next year but has not supplied a firm date.
- K. **SERVICE TO SALDANHA PROPERTY**
- Mr. and Mrs. Saldanha have not responded to FWD Engineer Long's email, sent Oct. 26, 2018.
  - FWD Legal will draft the 90 days notice with early Spring-March 2019 for the end of service for the Saldanha property.
- L. **FWD ACCOUNTING PRACTICES; OPTIONS FOR POTENTIAL UPGRADES – OR – CHANGES FOR FWD BOARD TO CONSIDER**
- **MOTION** was made by Director McDermott, seconded by Director Reha and passed 3-2-0 to approve to continue to move forward with purchasing Incode Billing Software for \$76,043 and sign Tyler contract as presented.
- M. **REVIEW LEAK ADJUSTMENT POLICY**
- **MOTION** was made by Director McDermott, seconded by Director Morgan and passed 5-0-0 to approve an Ad-HOC committee with Chair Bandettini and Director Reha sitting on the committee to re-evaluate current policy and formula.
  - Board instructed FWD Staff to post pone any action on Renkow's balance until a decision has been made.
  - Renkow addressed the Board about his recent Leak adjustment request. Mr. Renkow stated with current formula his leak adjustment would be only \$1.47. Mr. Renkow wants some kind of compensation either for current leak or the leak in 2016 that he chose not to use at that time.
  - FWD Legal needs to review legalities of possibly doing retro leak adjustments for only specific customers (i.e. Bullard and Renkow) if formula changes.
- N. **FWD'S EMPLOYEE HANDBOOK**
- **MOTION** was made by Director McDermott, seconded by Director Benyo and passed 4-0-1 (Director Reha abstained) to approve increase of On-Call pay from \$.94 per hour to \$3 per hour with a minimum of 2 hours for Response Calls and to allow employees the option of putting Alternative Holidays towards Comp Time.
  - Holiday Pay (Reha abstained) - GM Lopes and FWD Legal worked on new wording in handbook for "Holiday Pay". "Total daily hours" no longer listed and in its place "day" is listed along with the definition of what constitutes a "day". This is to accommodate different work schedules along with giving the District more coverage.
  - Alternative Holiday (Director Reha abstained) - Current policy requires that the employees are to take during the same pay period as the original holiday. GM Lopes proposed the Board to approve changing the policy to allow the employees to "bank" Alternative Holiday as Comp Time to allow the employee to use at a later date not within the same pay period as the original holiday.



**N. FWD'S EMPLOYEE HANDBOOK (Continued)**

- On-call Policy –Currently Operators are making .94 cent per hour (including weekend). Compared to other Special Districts, FWD is significantly lower. Graton pays \$4 per hour for On-call.
  - Director McDermott and Chair Bandettini recommended waiting on the On-call decision after new budget was done to ensure if the District can afford increase and that it won't cause a raise in the rate to our customers.
  - Director Morgan felt after approving \$76k for billing software and faced with the potential of keeping our new Operators by raising the rate that \$11K is less of a cost annually than the cost of rehiring and training process for yet more new employees.
  - Chair Bandettini feels the turmoil of keeping Operators was not based on On-call pay but morale issues. GM Lopes stated all 3 Operators agreed that it is not a morale issue but the compensation for the inconvenience of having to stay within response time along with time away from their families for not wanting to be On-call.
  - Director Benyo – Agreed by keeping at \$.94 per hour, FWD is staying fiscal responsible, but if raising the pay to \$2-3 per hour to have a peace of mind knowing that it ensures reducing or eliminating turnover that would also to be staying fiscal responsible.
  - Director McDermott - Wants to rein in spending but feels what has been spent so far have been investments that will save money with the return on investment. In favor of the \$11k additional year to invest in FWD employees, but the District will need to evaluate hourly pay for hiring of all future employees.
  - Director Reha – Felt it was embarrassing the On-Call pay is only .94 cent per hour but if it was part of the hourly pay and was clearly explained to the new Operators then there shouldn't be a discussion now. He does feel the payoff is worth it and can work it out in the budget. He doesn't want a repeat of the past several months because if that were to happen again, he would rather step-down as a Director than endure that again.
- Currently the handbook doesn't specify an Operator must live within a specific travel time. The new handbook will need to state Operators must live within 45 minutes of travel time.
- Because of the response time of 45 minutes, there is a need to adjust the On-call response pay from 1 hour to 1.5 hours minimum.
  - Director Bandettini felt 2 hours minimum vs. paying \$4 per hour for being on-call is fair.
  - Director McDermott – Stated that 2 hours minimum is standard for most employers.
  - Director Benyo, Morgan and Reha also agreed 2 hours is better.

**O. BANK OF THE WEST**

- **MOTION** was made by Director McDermott, seconded by Director Reha and passed 5-0-0 to approve to close all FWD accounts held at Bank of the West by Nov. 30, 2018 and move the funds of those accounts to Umpqua Bank.
- Chair Bandettini (accompanied by Director Reha) will close the accounts at Bank of the West by Nov. 30, 2018.

**P. ADOPT FWD INVESTMENT POLICY: ANNUAL RENEWAL**

- **MOTION** was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to approve FWD Investment policy as presented.

**Q. SAFETY GEAR/PERSONAL PROTECTION EQUIPMENT "PPE"**

- New rain gear was purchased for GM and Operators since Cory was the only Operator who had the proper rain gear.
- GM Lopes would like to propose the District offer an annual \$150 reimbursement for OSHA approved work boots. The Board stated that the proposed new reimbursement policy does not require Board approval.

**R. RECYCLED WATER CUSTOMERS: MANDATORY TRAINING SESSION – DECEMBER 5, 2018**

- Recycled Water Mandatory training notice sent out for Dec. 5, 2018 but also included an alternative day if customers cannot attend Dec. 5, 2018. Per Title 22 FWD is required to interrupt service if training is not completed.
- Chair Bandettini requested if the training information will be different from past training, he would like GM Lopes to do a Training Session for the Board with the new training information.
- FWD Engineer Long requested the training information be sent to him.

**S. CORRESPONDENCE: ITEMS INCLUDED WITH FWD BOARD PACKAGES FOR FWD BOARD REVIEW**

- No correspondence was received.

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

- District Engineer Long addressed on status of present projects throughout the Board Meeting
- Hydraulic calibration received from FWD. The readings for the in the high zone are good but there are problems with the readings for low zone. Dyanna with Brelje and Race will work with FWD Operators to obtain the reads for the low zone.

**X. MONTHLY REPORT FROM GENERAL MANAGER**

- See General Manager's FWD Water and Wastewater Operations Report for November 13, 2018

XI. SUB-COMMITTEE REPORTS


- FWD Sub-Committee members will report on status of present projects and/or standing of the Graton/FWD Sub-Committee
- 1099/IC to inter share ops

XII. DIRECTORS' REPORTS AND CALL FOR FUTURE AGENDA ITEMS

- Training session on Microsoft 365 – email so all board members are using

XIII. ADJOURNMENT:

- MOTION was made by Director Reha, seconded by Director Benyo and passed 5-0-0 to adjourn at 9:16pm.

APPROVED: December 11, 2018 Submitted by:   
Dawn Leith, District Administration

BY FWD BOARD OF DIRECTORS:  
X  X  X 

November 13, 2018

<u>Name</u>	<u>ASR</u>
Peter Reukow	M
John Polos	PK.