

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

Date: **Tuesday, August 8, 2023**

Time: **5:30 PM**

Location: **Forestville Youth Park Community Meeting Room-6935 Mirabel Rd. Forestville, CA 95436**

I. CALL TO ORDER at 5:42 p.m. by Chair McDermott

II. ROLL CALL

DIRECTORS PRESENT: McDermott, Monroe, Griffith, Stapleton, and Stuart.

OTHERS PRESENT: GM- Tony Lopes, Board Clerk - Dawn Leith, District Legal Counsel - Martin Hirsch, District Engineer Consultant - Dave Coleman/Brelje & Race Consulting Engineers (BRCE), District employee-Christine Shappy, and former District employee-Gwen Taylor.

III. APPROVAL OF AGENDA

- **MOTION** was made by Director Monroe, seconded by Director Griffith, and passed 4-0-1 to approve the agenda with requested change of ASR O & P before ASR A.

IV. STATEMENT OF ABSTENTION: None

V. PUBLIC COMMENT: None

VI. CONSENT ITEMS:

- **MOTION** was made by Director Stapleton, seconded by Director Monroe, and passed 4-0-1 to approve Financial Reports for August 2023.
- **MOTION** was made by Director Monroe, seconded by Director Stapleton, and passed 4-0-1 to approve Minutes for July 11, 2023, Regular Board Meeting.

VII. PUBLIC HEARING: No public hearing tonight

VIII. ACTION ITEMS

A. 2018 SEWER IMPROVEMENT PROJECT

- The District Engineer provided DFA status for updated work budget. The Board took no action.

B. PRV REPLACEMENT OPTIONS

- GM Lopes reviewed needed “work around” with the repaving of Mirabel Road. The Board took no action.

C. SEWER FORCE MAIN PROJECT/LIFT STATION VFD ELECTRICAL UPGRADE

- GM Lopes & District Engineer updated the Board on the progress for bidding out the projects. The Board took no action.

D. SONOMA COUNTY PEDESTRIAN IMPROVEMENT PROJECT

- The District Engineer is in communication with Sonoma County to coordinate upgrade work of sidewalk project with District’s sewer project.

E. SONOMA COUNTY HOUSING PROJECT

- No new updates. The Board took no action.

F. NEW WATER RATE STRUCTURE

- The subcommittee reviewed the proposed new water rate structure & effective date with the Board. The Board took no action.

G. SEWER’S SOLAR PROJECT

- GM Lopes submitted SitelogIQ contract to legal counsel to review. The Board took no action.

H. OPERATIONS AND PROJECT GOALS

- No new updates. The Board took no action.

I. ACCESSING SONOMA COUNTY POOL INVESTMENT FUNDS

- **MOTION** was made by Director Monroe, seconded by Director Griffith, and passed 4-0-1 to approve postponing to September regular board meeting.
- J. WATER CONSERVATION
- The Board instructed FWD staff to update the District's website with subcommittee's write up regarding continued conservation.
- K. WATER METER REPLACEMENT
- FWD operators have begun changing out meters. The Board took no action.
- L. SEWER FACILITIES MAINTENANCE SERVICES CONTRACT
- District will submit for bids, Wed. August 9, 2023. The Board took no action.
- M. RECYCLED WATER TRUCK FILL STATION
- **MOTION** was made by Director Monroe, seconded by Director Stapleton, and passed 4-0-1 to approve the new user agreement with Argonaut Contractors.
- N. RUSSIAN RIVER UTILITY EMERGENCY POTABLE WATER
- No new updates. The Board took no action.
- O. CLOSED SESSION-EMPLOYEE EVALUATION
- **Adjourned** to Closed Session at 5:46 p.m.: Directors Griffith, McDermott, Monroe, Stapleton, and Stuart, Gwen Taylor, FWD Counsel-Hirsch, and GM Lopes.
 - **Reconvened** to Open Session at 7:44 p.m., and the Board announced the following statement:
 - **Statement:** The Board instructed the GM Succession Subcommittee to meet with GM Lopes.
- P. GM SUCCESSION SUBCOMMITTEE
- The subcommittee presented the GM solicitation ad for the Board to review. The Board took no action.
- Q. GM ORIENTATION LIST
- GM Lopes is still in the process of drafting process. The Board took no action.
- R. RESOLUTION #426 – ESTABLISHING AUTHORIZED SIGNERS/ADM
- **MOTION** was made by Director Monroe, seconded by Director Stapleton, and passed 4-0-1 to approve Resolution #426 as presented.
- S. EXTERNAL DISTRICT AUDIT
- ISO training was canceled and will need to be rescheduled. The Board took no action.
- T. DIRECTOR'S TRAINING
- The Board will need to complete the two (2) hours Sexual Harassment training. The Board took no action.
- U. BOARD CLERK/ADMINISTRATION TRAINING
- The Board Clerk provided literature on available accounting consultation & training for the Board to review.
- V. RECYCLED WATER REVENUES
- **MOTION** was made by Director Stapleton, seconded by Director Stuart, and passed 4-0-1 to approve Water Operations to pay thirty-five thousand one hundred forty-two and fifteen cents (\$35,142.15) to Sewer Operations for FY 2022-23's Recycled Water Revenues.
- W. CORRESPONDENCE
- No requests or instructions were given for the six (6) pieces of correspondence provided in the board packet. The Board took no action.
- X. CLOSED SESSION-SALARY AND BENEFITS
- **Adjourned** to Closed Session at 9:09 p.m.: Directors Griffith, McDermott, Monroe, Stapleton, and Stuart, GM Lopes, and FWD Counsel-Hirsch.
 - **Reconvened** to Open Session at 9:38 p.m., and the Board announced the following statement:
 - **Statement:** The Board has nothing to report.
- Y. WAGE INCREASE POLICY
- **MOTION** was made by Director McDermott, seconded by Director Monroe, and passed 5-0-0 to approve Legal Counsel recommends where the Board gives percentage increases based on more than one factor that the pay increase be calculated as the total sum of the percentage increases & that increase take effect on a date determined by the Board.

- The Board instructed Legal Counsel to work with Director McDermott and Board Clerk to draft a concise policy.

IX. DISTRICT ENGINEER MONTHLY REPORT

- FWD Engineer is still working on District's reported waste discharge for the permit renewal. The Board took no action.

X. GENERAL MANAGER MONTHLY REPORT

- GM Lopes provided current updates for "Water" and "Wastewater" operations. The Board took no action.

XI. GRATON/FWD SUB-COMMITTEE REPORT

- The Board directed the sub-committee to schedule a special meeting that includes both Districts' Boards and Mike Thompson/Sonoma Water to discuss further sewer treatment options.

XII. DIRECTORS' REPORT AND CALL FOR FUTURE AGENDA ITEMS

- Forestville Chamber of Commerce Storage Container: Add ASR to September agenda. The Board gave instructions for legal counsel to draft an agreement that releases the District of any liability along clause to remove if space is needed for future District use.
- Grant Writing Services: Add Study Session to September agenda.
- Sonoma County Grant: Add ASR to September agenda.

XIII. ADJOURNMENT

- **MOTION** made by Director Griffith, seconded by Director Stapleton, and passed 4-0-1 to adjourn at 10:21 p.m.

APPROVED: September 12, 2023