

**Minutes of:  
Regular Public Meeting  
Of the**

**Forestville Water District Board of Directors**

Date: **Tuesday, November 14, 2023**

Time: **5:30 PM**

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

**I. CALL TO ORDER** at 5:31 p.m. by Chair McDermott

**II. ROLL CALL**

DIRECTORS PRESENT: McDermott, Monroe, Stapleton, and Stuart. Director Griffith requested & attended via teleconference under *AB 2449, Just Cause - Contagious illness*.

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

**III. APPROVAL OF AGENDA**

- **MOTION** was made by Director Monroe, seconded by Director Stapleton, and passed 4-0-1 to approve October 14, 2023, agenda with amendments made and presented on Nov. 13, 2023. (*"Amended" Agenda posted for the public on Nov. 13, 2023*)

**IV. STATEMENT OF ABSTENTION:** None

**V. PUBLIC COMMENT:** None

**VI. CONSENT ITEMS:**

- **Financial Reports – MOTION** was made by Director Monroe, seconded by Director Stapleton, and passed 4-0-1 to postpone to the December meeting and add an ASR for further review and discussion of financial reports, policies and processes.
- **Minutes - MOTION** was made by Director Monroe, seconded by Director Stuart, and passed 4-0-1 to approve Minutes for November 14, 2023, as amended from the minutes provided in the board packet.

**VII. PUBLIC HEARING:** No public hearing tonight

**VIII. ACTION ITEMS**

**A. GRANT OPPORTUNITIES**

- The Board requested GM to obtain references from Rojas and to set up plans to speak with the Board at the December meeting.

**B. 2018 SEWER IMPROVEMENT PROJECT**

- The Board instructed Engineer to contact Caltrans directly regarding the district obtaining its own encroachment for Front St.

**C. PRV REPLACEMENT OPTIONS**

- Contractor to still submit change of order. The Board took no action.

**D. SEWER FORCE MAIN PROJECT/LIFT STATION VFD ELECTRICAL UPGRADE**

- Sewer Force Main Project – Waiting for County of Sonoma to issue encroachment permit. The Board took no action.
- Lift Station VFD Electrical Upgrade - The Board instructed the district to proceed with soliciting bids for the project.

**E. PROPOSED COVEY SEWER FORCE MAIN GRAVITY PROJECT**

- The engineer provided the board with an approximate budgetary of \$1.4 million in construction cost and \$80,000 for cost of design. The Board took no action.

**F. SONOMA COUNTY PEDESTRIAN IMPROVEMENT PROJECT**

- The Board instructed to remove from the agenda & note progress during the 2018 Sewer Improvement Project ASR.

**G. SONOMA COUNTY HOUSING PROJECT**

- The Board instructed to remove from the agenda & note progress during the Engineer Report.

**H. NEW WATER RATE STRUCTURE**

- The subcommittee will meet Tues. Nov. 28, 2023, to finalize Prop 218 notification. The Board took no action.

- I. SEWER'S SOLAR PROJECT
  - As legal counsel is comfortable with the outline of the contract and exhibit, the Board instructed the GM to move forward with the next step of the project.
- J. OPERATIONS PROJECTS GOALS
  - FWD Staff provided percentage on progress of each project/goal and described the assistance Rick Wood/CSDA will be providing on some of the financial projects. The Board took no action.
- K. WATER CONSERVATION - ORDINANCE 81
  - The subcommittee provided further amendments for the Board Clerk to make and then submit the final draft to Legal Counsel for review.
- L. EXTERNAL DISTRICT AUDIT
  - The Board instructed removing from the agenda & note progress on Operations Project Goals ASR.
- M. DIRECTOR'S TRAINING
  - The Board was updated on their required training. The Board took no action.
- N. PRELIMINARY BUDGET FISCAL YEAR 2024-25
  - **MOTION** was made by Director Monroe, seconded by Director Stapleton, and passed 4-0-1 to approved Directors McDermott & Stapleton to serve on the FY 2024-25 Prelim Budget Subcommittee.
- IX. DISTRICT ENGINEER MONTHLY REPORT**
  - **MOTION** was made by McDermott, seconded by Director Monroe, and passed 5-0-0 to reopen approval of agenda to amend order of items.
  - **MOTION** was made by McDermott, seconded by Director Stapleton, and passed 5-0-0 to move IX. Engineer Report ahead of ASR O.
  - The Board provided instructions for the District Engineer to move forward to prepare the survey of gravity feed portion on Covey Road (estimated cost of \$19,000).
- O. CLOSED SESSION (GOV'T CODE 54957b) PUBLIC EMPLOYEE
  - **ADJOURNED** to Closed Session at 7:42 p.m.: Directors Griffith, McDermott, Monroe, Stapleton, and Stuart, GM Lopes and Legal Counsel Hirsch.
  - **Reconvened** to Open Session at 8:30 p.m., and the Board announced the following statement:
  - **Statement:** The Board has given directions to the subcommittee.
- P. GM SUCCESSION SUBCOMMITTEE
  - The subcommittee will move forward per the directions given by the Board under ASR O-Closed Session.
- Q. GM ORIENTATION LIST
  - No new updates. 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**
  - No new updates. The Board took no action.
- XII. DIRECTORS' REPORT AND CALL FOR FUTURE AGENDA ITEMS**
  - Director Griffith suggested possibly having a holiday party.
- XIII. ADJOURNMENT**
  - **MOTION** made by Director Monroe, seconded by Director Stapleton, and passed 4-0-1 to adjourn at 8:52 p.m.