

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

Date: **Tuesday, June 13, 2023**

Time: **5:30 PM**

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

I. CALL TO ORDER at 5:33 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), and two (2) members of the public.

III. APPROVAL OF AGENDA

- **MOTION** was made by Director Griffith, seconded by Director Stapleton, and passed 4-0-1 to approve the agenda with amendment of moving IX-Engr Report before ASR V-Closed Session.

IV. STATEMENT OF ABSTENTION: None

V. PUBLIC COMMENT:

- Continue to encourage Water Conservation & charge more for those who go over the allotment.
- Request to provide 90 days' notice for rate increases so landlords can comply to new tenant laws.

VI. CONSENT ITEMS:

- **MOTION** was made by Director Monroe, seconded by Director Stapleton, and passed 4-0-1 to approve Financial Reports for May 2023.
- **MOTION** was made by Director Monroe, seconded by Director Stapleton, and passed 4-0-1 to approve Minutes for May 9, 2023, Regular Board Meeting as presented.
- **MOTION** was made by Director Stapleton, seconded by Director Griffith, and passed 4-0-1 to approve Minutes for April 16 & 19, 2023, Special Meetings as presented.

VII. PUBLIC HEARING:

- The Board held a Public Hearing for Ordinance #80-Increase of Water Rates.

VIII. ACTION ITEMS

A. ORDINANCE #80-AS DESCRIBED UNDER "ITEM VII-PUBLIC HEARING"

- **MOTION** was made by Director Monroe, seconded by Director Stapleton, and passed 4-0-1 to approve Ordinance #80-Water Rates as presented.

B. CALPERS UNFUNDED LIABILITY

- **MOTION** was made by Director Stuart, seconded by Director Stapleton, and passed 4-0-1 to approve paying CalPERS Unfunded Liability \$51,846.00 in one payment.

C. RESOLUTION NO. 425: APPROPRIATION LIMIT FOR 2023-24 FISCAL YEAR

- **MOTION** was made by Director Monroe, seconded by Director Stuart, and passed 4-0-1 to approve Resolution #425 as presented.

D. INVESTMENT POLICY

- **MOTION** was made by Director Stuart, seconded by Director Monroe, and passed 4-0-1 to approve the Investment Policy as presented.

E. RECYCLE AGREEMENTS

- **MOTION** was made by Director Stuart, seconded by Director Monroe, and passed 4-0-1 to approve extending the current two (2) contracts to July 11, 2023, regular board meeting.

F. OUTSIDE SERVICE AGREEMENT (PEARSON)

- **MOTION** was made by Director Stuart, seconded by Director Griffith, and passed 4-0-1 to approve the amended Outside Service Agreement as presented.
- G. EXTERNAL DISTRICT AUDIT
- The Board instructed the Board Clerk to allocate the contract hours to training hours as suggested by Core Compliance Auditor.
- H. DIRECTOR'S TRAINING
- The Board Clerk reviewed upcoming mandatory training & other training/conferences available to the Board. The Board took no action.
- I. DISTRICT GOAL UPDATES
- The Board Clerk provided updates of goals & advised projects will completion dates are now listed under separate ASR – Project Priority Matrix. The Board took no action.
- J. 2018 SEWER IMPROVEMENT PROJECT
- **MOTION** was made by Director Stuart, seconded by Director Griffith, and passed 4-0-1 to approve Memorandum as presented and to increase the Engineer budget for performed for project.
- K. PRV REPLACEMENT OPTIONS
- GM Lopes and the District Engineer provided progress on the project. The Board took no action.
- L. SEWER FORCE MAIN PROJECT/LIFT STATION VFD ELECTRICAL UPGRADE
- **MOTION** was made by Director Monroe, seconded by Director Stuart, and passed 4-0-1 to approve BRCE to draft design for scope of work to be bid out for replacing ARV #2 & #3, not to exceed ten thousand dollars (\$10,000.00).
 - **MOTION** was made by Director Stapleton, seconded by Director Monroe, and passed 4-0-1 to approve BRCE to subcontract an Electric Consultant conduct an inspection, research & provide report, not to exceed ten thousand dollars (\$10,000.00).
- M. SONOMA COUNTY ROAD PROJECT
- The Board instructed the District Engineer to draft an omission letter on behalf of the district & submit it to the office of Supervisor Hopkins, Department of Transportation, and County Permit Department.
- N. SONOMA COUNTY HOUSING PROJECT
- The GM & District Engineer provided an overview of the video conference held with Permit Sonoma pertaining to concerns of the district's capacity with alternative housing re-zoning sites.
- O. NEW WATER RATE STRUCTURE
- The subcommittee updated the Board of the progress.
- P. WATER CONSERVATION
- The sub-committee will work on revisions for Ord. 78. Legal counsel will work on revisions for Res. 409. The Board took no action.
- Q. SEWER FACILITIES MAINTENANCE SERVICES CONTRACT
- The Board instructed GM to send the project out to bid with scope of work to include the five (5) years plan provided by BRCE.
- R. SEWER'S SOLAR PROJECT
- No new updates to report. The Board took no action.
- S. PROJECT PRIORITY MATRIX
- GM Lopes did an overview of projects and the priorities of those projects. The Board took no action.
- T. GM ORIENTATION LIST
- GM Lopes reviewed the table of context with the Board. The Board took no action.
- U. GM SUCCESSION SUBCOMMITTEE
- The Sub-committee will meet at 10:00 am on July 7, 2023.
- V. CLOSED SESSION (Gov't Code #54957.6) EMPLOYEE SALARY & BENEFITS
- **Adjourned** to Closed Session at 8:59 p.m.: Directors Griffith, McDermott, Monroe, Stapleton, and Stuart, GM, and Legal
 - **Reconvened** to Open Session at 10:36 p.m., and the Board announced the following statement:

- **Statement:** The Board gave direction to District staff regarding employee salaries.
- W. COST OF LIVING ADJUSTMENT/SALARY & BENEFITS
- **MOTION** was made by Director Stapleton, seconded by Director Monroe, and passed 4-0-1 to approve 4% COLA for all staff effectively July 1, 2023.
- X. CORRESPONDENCE
- No requests or instructions were given for the two (2) pieces of correspondence provided in the board packet.
- IX. DISTRICT ENGINEER MONTHLY REPORT**
- FWD Engineer provided current updates for “Water” and “Wastewater” projects in order as listed on Agenda.
- X. GENERAL MANAGER MONTHLY REPORT**
- GM Lopes provided current updates for “Water” and “Wastewater” operations.
- XI. GRATON/FWD SUB-COMMITTEE REPORT**
- The sub-committee had no new updates to provide to the Board. The Board took no action.
- XII. DIRECTORS’ REPORT AND CALL FOR FUTURE AGENDA ITEMS**
- Director Griffith requested the Board to consider allowing him to reach out to other local special districts for leads on grant sources.
- XIII. ADJOURNMENT**
- **MOTION** made by Director Monroe, seconded by Director Stapleton, and passed 4-0-1 to adjourn at 10:48 p.m.

APPROVED: July 11, 2023