

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

Date: **Tuesday, January 9, 2024**

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**

PRESENT: Directors McDermott, Monroe, Stapleton, and Stuart. *Director Griffith teleconference from Starbucks's – 16926 Balboa Blvd. Van Nuys, CA 91406.*

OTHERS: GM - Tony Lopes, Board Clerk - Dawn Leith, District Legal Counsel - Martin Hirsch, and District Engineer Consultant - Dave Coleman/Brelje & Race Consulting Engineers (BRCE), Auditor - Syed Bukhari & Ria Gills/Blomberg CPA, Cory Ipsen/FWD Employee & Jamie Rojas/Rojas Communications.

**III. APPROVAL OF AGENDA**

- **MOTION** was made by Director Monroe, seconded by Director Stapleton, and passed 3-0-2 to approve the agenda with amendments of order – move ASR “E” before ASR “B” and ASR “Q” after Agenda Item XII. Director’s Report and strike ASR “R” from the agenda.

**IV. STATEMENT OF ABSTENTION:** None

**V. PUBLIC COMMENT:** None

**VI. CONSENT ITEMS:**

- **#1. December 2023 Financial Reports - MOTION** was made by Director Monroe, seconded by Director Stapleton, and passed 3-0-2 to approve November 2023 Financials.
- **#2. Minutes for December Regular Meeting - MOTION** was made by Director Monroe, seconded by Director Stapleton, and passed 3-0-2 to approve Minutes for December 12, 2023, as presented.
- **#3. Minutes for Special Meeting - MOTION** was made by Director Monroe, seconded by Director Stuart, and passed 4-0-1 to approve Minutes for December 19, 2023, as presented.
- **MOTION** was made by Director Stapleton, seconded by Director Monroe, and passed 3-0-2 to approve reopening Consent Item #3.
- **MOTION** was made by Director Stuart, seconded by Director Monroe, and passed 3-0-2 to approve Minutes for December 19, 2023, with correction of ASR “A” Subject Topic to reflect Closed Session – Gov’t Code 54957b.

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

**VIII. ACTION ITEMS**

A. FISCAL YEAR 2022-23 AUDITED FINANCIAL STATEMENT

- **MOTION** was made by Director Monroe, seconded by Director Stuart, and passed 3-0-2 to approve Fiscal Year 2022-2023 Audited Financial Statement as presented.

B. RESOLUTION #426 – AUTHORIZED SIGNERS

- **MOTION** was made by Director Monroe, seconded by Director Stapleton, and passed 3-0-2 to approve Resolution #426 as presented.

C. ORDINANCE #60 - MASTER FEE SCHEDULE

- FWD Staff were instructed to make updates and submit to legal counsel for review.

D. BOARD OF DIRECTORS’ BYLAWS

- No new updates. The Board took no action.

- E. GRANT OPPORTUNITIES
  - Jaime/Rojas Communication provided history of the company and an overview of services, current projects along with percentage of success of obtaining funds for special districts. The Board took no action.
- F. 2018 SEWER IMPROVEMENT PROJECT
  - District Engineer updated the Board on progress with the project and cooperative efforts with County of Sonoma. The Board took no action.
- G. PRV REPLACEMENT OPTIONS
  - District Engineer waiting on Change Order from Piazza. The Board took no action.
- H. SEWER FORCE MAIN PROJECT
  - District Engineer briefed the Board on the project. The Board took no action.
- I. TERMINAL LIFT STATION REWIRING PROJECT
  - Preconstruction meeting held Jan. 9, 2024. The Board took no action.
- J. PROPOSED COVEY SEWER FORCE MAIN GRAVITY PROJECT
  - District Engineer presented suggestions on the project. The Board took no action.
- K. NEW WATER RATE STRUCTURE
  - The Sub-committee to meet to finish final calculations, so staff can start proposition 218 process by March.
- L. SEWER'S SOLAR PROJECT
  - No new updates. The Board took no action.
- M. OPERATIONS PROJECTS GOALS
  - Updates outlined within the ASR on all the projects. The Board took no action.
- N. WATER CONSERVATION
  - Announcements of EyeOnWater app made on statements, District website, Facebook, and Instagram. The Board took no action.
- O. DIRECTOR'S TRAINING
  - No new updates. The Board took no action.
- P. PRELIMINARY BUDGET FISCAL YEAR 2024-25
  - Rick/CSDA will be onsite for consultation Jan. 18, 2024, and is available for questions. The Board took no action.
- Q. *CLOSED SESSION (GOV'T CODE 54957b) – See Continuation of ASR after agenda item XII.*
- R. GM SUCCESSION SUBCOMMITTEE
  - Board Clerk to remove from agenda, until further notice.
- S. GM ORIENTATION LISTDISTRICT FINANCIAL REPORT
  - No new updates. The Board took no action.
- IX. DISTRICT ENGINEER MONTHLY REPORT**
  - NPDES Permit Renewal Response due Jan. 11, 2024.
- 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**
  - Board Clerk to add to February's agenda: ASR for Customer/Location #222 and Closed Session under Gov't code 54957.6-Employee Salary & Benefits.

**Continuation of VII. ACTION ITEMS**

*Director Griffith joined the meeting via teleconference.*

- Q. CLOSED SESSION (GOV'T CODE 54957b)
  - **Adjourned** to Closed Session at 8:00 p.m.: Directors McDermott, Monroe, Griffith (via phone), Stapleton, and Stuart, GM Lopes, and FWD Counsel-Hirsch.
  - **Reconvened** to Open Session at 8:50 p.m., and the Board announced the following:
  - **Statement:** The Sub-committee was given further direction by the Board.

**XIII. ADJOURNMENT**

- **MOTION** made by Director Monroe, seconded by Director Stuart, and passed 4-0-1 to adjourn at 8:50 p.m.

APPROVED: February 13, 2024