

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

Forestville Water District Board of Directors

Date: **Tuesday, December 12, 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 present after ASR "B".
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 Stuart, seconded by Director Stapleton, and passed 3-0-2 to approve the agenda with amendments – Move IX. District Engineer Report before ASR "R"-Closed Session.

IV. STATEMENT OF ABSTENTION: None

V. PUBLIC COMMENT: None

VI. CONSENT ITEMS:

- **November 2023 Financial Reports – MOTION** was made by Director Stuart, seconded by Director Stapleton, and passed 3-0-2 to approve November 2023 Financials.
- **November Minutes - MOTION** was made by Director Stuart, seconded by Director Stapleton, and passed 3-0-2 to approve Minutes for November 14, 2023, as presented.

VII. PUBLIC HEARING: No public hearing tonight

VIII. ACTION ITEMS

A. DISTRICT FINANCIAL REPORT

- GM Lopes and the Board Clerk provided an overview of the planned training process including establishing new internal controls and future financial reports required by GASB54 and Government Code 53600. The Board took no action.

B. ANNUAL CONSTRUCTION CONTRACTS

- The Board instructed Staff to make recommended amendments and edits of the annual contract prior to sending to contractors. The Board took no action.

Director Griffith present for the following agenda items:

C. ELECT BOARD CHAIR AND VICE CHAIR

- **MOTION** was made by Director Stuart, seconded by Director Stapleton, and passed 4-0-1 to approve Nomination of Director McDermott for Chair and Director Monroe for Vice-Chair.

D. ACWA/JPIA DESIGNATED REPRESENTATIVE

- **MOTION** made by Director Griffith, seconded by Director Stuart, and passed 4-0-1 to approve Nomination of Director McDermott for ACWA/JPIA Designated Representative.

E. BOARD OF DIRECTORS' BYLAWS

- The subcommittee will start discussion, after the new year, when to meet to review the draft of bylaws. The Board took no action.

F. GRANT OPPORTUNITIES

- The Board instructed GM to obtain qualifications and references from Rojas Communications Group.

G. 2018 SEWER IMPROVEMENT PROJECT

- District Engineer updated the Board regarding the continued effort to combine efforts with the County. The Board took no action.

H. PRV REPLACEMENT OPTIONS

- The Board was updated on the progress with design, permit process & change order. The Board took no action.

I. SEWER FORCE MAIN PROJECT

- District Engineer briefed the Board on the project. The Board took no action.

- J. TERMINAL LIFT STATION REWIRING PROJECT
 - **MOTION** was made by Director Monroe, seconded by Director Griffith, and passed 3-0-2 to approve awarding the project to Sonoma Marin Electrical for one hundred sixty-three thousand dollars (\$163,000.00).
- K. PROPOSED COVEY SEWER FORCE MAIN GRAVITY PROJECT
 - District Engineer provided an update on the project. The Board took no action.
- L. NEW WATER RATE STRUCTURE
 - The Sub-committee is working with legal counsel on the notice and miscellaneous updates with the rate structure outline. The Board took no action.
- M. SEWER'S SOLAR PROJECT
 - No new updates. The Board took no action.
- N. OPERATIONS PROJECTS GOALS
 - Updates outlined within the ASR on all the projects. The Board took no action.
- O. WATER CONSERVATION
 - **MOTION** was made by Director Stuart, seconded by Director Griffith, and passed 4-0-1 to approve Ordinance 81 with the requested updates.
- P. DIRECTOR'S TRAINING
 - No new updates. The Board took no action.
- Q. PRELIMINARY BUDGET FISCAL YEAR 2024-25
 - The sub-committee will start meetings after the new year. The Board took no action.
- IX. DISTRICT ENGINEER MONTHLY REPORT**
 - FWD Engineer provided current updates for "Water" and "Wastewater" projects in order as listed on Agenda.
- R. CLOSED SESSION (GOV'T CODE 54957b)
 - **Adjourned** to Closed Session at 7:53 p.m.: Directors McDermott, Monroe, Griffith, Stapleton, and Stuart, GM Lopes, and FWD Counsel-Hirsch.
 - **Reconvened** to Open Session at 8:33 p.m., and the Board announced the following:
 - **Statement:** The Board has given instructions to the subcommittee to make an offer to one candidate.
- S. GM SUCCESSION SUBCOMMITTEE
 - The subcommittee will carry out the instructions given by the Board in ASR "R".
- T. GM ORIENTATION LIST
 - GM Lopes will continue to finalize the orientation list.
- U. CORRESPONDENCE
 - No requests or instructions were given for the correspondence provided in the board packet.
- 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**
 - Director McDermott will attend the State Water Board's West County Pathogen meeting on Dec. 13, 2023. The Board took no action.
- XII. DIRECTORS' REPORT AND CALL FOR FUTURE AGENDA ITEMS**
 - Complaint regarding not receiving a bill and charging late fees. The Board took no action.
- XIII. ADJOURNMENT**
 - **MOTION** made by Director Stapleton, seconded by Director Stuart, and passed 4-0-1 to adjourn at 8:34 p.m.