

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

Date: **Tuesday, February 13, 2024**

Time: **5:30 PM**

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

I. CALL TO ORDER at 5:36 p.m. by Chair McDermott

II. ROLL CALL

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

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

III. APPROVAL OF AGENDA

- **MOTION** was made by Director Stapleton, seconded by Director Stuart, and passed 3-0-2 to approve the agenda as presented.

IV. STATEMENT OF ABSTENTION: None

V. PUBLIC COMMENT: None

VI. CONSENT ITEMS:

Director Griffith present at meeting

1. January 2024 Financial Reports

- **MOTION** was made by Director Monroe, seconded by Director Stuart, and passed 4-0-1 to approve January 2024 Financials.

2. Minutes for January Regular Meeting

- **MOTION** was made by Director Stuart, seconded by Director Stapleton, and passed 4-0-1 to approve Minutes for January 9, 2024, as presented.

VII. PUBLIC HEARING: No public hearing tonight

VIII. ACTION ITEMS

A. ORDINANCE #82 – MASTER FEE SCHEDULE

- **MOTION** was made by Director Monroe, seconded by Director Stuart, and passed 4-0-1 to approve moving forward with Prop 218-Notice of Public Hearing.

B. ORDINANCE #40 – OWNER’S RESPONSIBLE

- The Board gave instructions to the Staff.

C. EMPLOYEE HANDBOOK UPDATES

- **MOTION** was made by Director Monroe, seconded by Director Stuart, and passed 4-0-1 to approve updates as proposed including spelling correction to sub-paragraph 5.01.

D. BOARD OF DIRECTORS’ BYLAWS

- Board Clerk to reissue link for bylaws for subcommittee to review. The Board took no action.

E. GRANT OPPORTUNITIES

- No updates to provide currently. The Board took no action.

F. 2018 SEWER IMPROVEMENT PROJECT

- District Engineer updated the Board on progress with the encroachment permits and continued efforts to coordinate 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

- **MOTION** was made by Director Stuart, seconded by Director Monroe, and passed 4-0-1 to approve change order with cost increase not to exceed twenty-five hundred dollars (\$2,500).

I. TERMINAL LIFT STATION REWIRING PROJECT

- GM Lopes and Engineer provided updates on the project. The Board took no action.

- J. COVEY SEWER FORCE MAIN GRAVITY PROJECT
 - **MOTION** was made by Director Stuart, seconded by Director Monroe, and passed 4-0-1 to approve Brelje and Race to move forward with design and survey with the cost not to exceed twenty-five thousand and Budget Sub-committee to research funding option for the remaining fifty thousand (\$50,000).
- 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
 - GM Lopes provided current water usage comparisons. The Board took no action.
- O. DIRECTOR'S TRAINING
 - Board Clerk reviewed due training and upcoming training opportunities. The Board took no action.
- P. PRELIMINARY BUDGET FISCAL YEAR 2024-25
 - The Sub-committee will meet Feb. 23, 2024, at 11:00 a.m. The Board took no action.
- Q. GM ORIENTATION LIST
 - GM Lopes finalizing updates to have ready in time for new GM. The Board took no action.
- R. CORRESPONDENCE
 - No requests or instructions were given for the one (1) piece of correspondence provided in the board packet. The Board took no action.

Director Stuart recused himself from the meeting at 8:00 p.m.

ASR "S"-CLOSED SESSION (GOV'T CODE 54957b) – See Continuation of ASR after agenda item XII.

IX. DISTRICT ENGINEER MONTHLY REPORT

- BRCE hired a new subcontracted hydrologist for ground monitoring analysis reports. 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

- Currently coordinating to start meeting monthly again. The Board took no action.

XII. DIRECTORS' REPORT AND CALL FOR FUTURE AGENDA ITEMS

- .

Continuation of VII. ACTION ITEMS

- S. CLOSED SESSION (GOV'T CODE 54957.6)
 - **Adjourned** to Closed Session at 7:49 p.m.: Directors McDermott, Monroe, Griffith, Stapleton, and Stuart, GM Lopes, and FWD Counsel-Hirsch.
 - **Reconvened** to Open Session at 9:16 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 Griffith, seconded by Director Stapleton, and passed 3-0-2 to adjourn at 9:16 p.m.

APPROVED: March 12, 2024