

Minutes of:
Special Public Meeting
(July 9, 2024, Regular Monthly was rescheduled)
Of the
Forestville Water District Board of Directors

Date: **Tuesday, August 13, 2024**

Time: **5:30 PM**

Location: **Forestville Water District Office-6530 Mirabel Rd. Forestville, CA 95436**

I. CALL TO ORDER at 5:35 p.m. by Chair McDermott

II. ROLL CALL

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

OTHERS: Manager Consultant- Chad Davisson, District Board Clerk– Dawn Leith, Legal Counsel - Martin Hirsch, Engineer Consultant – David Coleman/Brelje & Race Consulting Engineers (BRCE), and Chief Plant Operator – Cory Ipsen.

III. APPROVAL OF AGENDA

- **MOTION** was made by Director Monroe, seconded by Director Griffith, and passed 4-0-1 to approve agenda with changes of moving ASR Q before ASR P.

IV. PUBLIC COMMENT: None

V. CONSENT ITEMS:

1. End of Fiscal 2023- 2024 Financial Reports

- **MOTION** was made by Director Stapleton, seconded by Director Monroe, and passed 4-0-1 to approve June 2024 Financials as presented.

2. July 2024 Financial Reports

- **MOTION** was made by Director Stapleton, seconded by Director Stuart, and passed 4-0-1 to approve June 2024 Financials as presented.

3. Minutes for June Regular Meeting

- **MOTION** was made by Director Monroe, seconded by Director Griffith, and passed 4-0-1 to approve Minutes for July 9, 2024, as presented.

VI. BUSINESS BEFORE THE BOARD

A. RECEIVE AN UPDATE ON UTILIZATION OF AN AUTOMATED EMPLOYEE TIME KEEPING SYSTEM TO ACCURATELY TRACK LABOR AND RESOURCES

- Staff will make recommended additions related to adding column for FEMA/emergency work and implement new timesheet.

B. RECEIVE AN UPDATE ON THE TOTAL COMPENSATION STUDY EFFORT

- **MOTION** was made by Director Monroe, seconded by Director Stuart, and passed 4-0-1 to approve the nomination of Directors McDermott and Stapleton for the Comparison Survey Ad-HOC.

C. REVIEW AND APPROVE MANAGING CONSULTANT INVOICE FOR THE PERIOD OF JULY 12, 2024 THROUGH AUGUST 11, 2024

- **MOTION** was made by Director Stapleton, seconded by Director Stuart, and passed 4-0-1 to approve invoice in the amount of fourteen thousand nine hundred and sixty dollars (\$14,960.00) for managing consultant services from July 12, 2024, to August 11, 2024.

D. CONSIDER ADOPTING PROPOSED BOARD OF DIRECTORS' BYLAWS

- Subcommittee to meet September 24, 2024 @ 10 am to review legal counsels redline draft. The Board took no action.

E. RECEIVE AN UPDATE ON POTENTIAL GRANT AND FUNDING OPPORTUNITIES FOR SEWER TREATMENT AND COLLECTION SYSTEM IMPROVEMENTS

- District Staff provide update on current efforts for grants. The Board took no action.

F. RECEIVE AN UPDATE ON THE STATUS OF THE GRANT FUNDED 2018 SEWER IMPROVEMENT PROJECT

- The Board gave instructions to BRCE to obtain costs for changes along with adding additional verbiage to be submitted DFA.

- G. RECEIVE AN UPDATE ON THE STATUS OF THE PRV REPLACEMENT PROJECT OPTIONS
 - The Board instructed District Staff to further assess PRV 8.
- H. RECEIVE AN UPDATE ON THE COVEY SEWER FORCE MAIN GRAVITY PROJECT
 - BRCE to proceed with the cost not to exceed the prior approved budget of seventy-five thousand dollars (\$75,000.00). The Board took no action.
- I. RECEIVE AN UPDATE ON THE OPERATIONS PROJECTS GOALS
 - The Board instructed District Staff to remove from the agenda and include updates within the GM report.
- J. CONSIDER ADOPTING AMENDED INVESTMENT POLICY
 - **TABLED** to September regular meeting to allow GM and Legal Counsel to make additional amendments.
- K. ADOPT RESOLUTION #433: TO RESCIND AND REPLACE RESOLUTION NO. 419 RESOLUTION OF THE FORESTVILLE WATER DISTRICT APPROVING AMENDED INSTALLMENT SALE AGREEMENT
 - **MOTION** was made by Director Stuart, seconded by Director Griffith, and passed 4-0-1 to approve Resolution #433 as presented.
- L. ADOPT RESOLUTION #434: TO RESCIND AND REPLACE RESOLUTION NO. 428 RESOLUTION OF THE FORESTVILLE WATER DISTRICT ESTABLISH BANK ACCOUNT WITH FIVE STAR BANK, MOVE INVESTMENT FROM STEWARD PARTNERS AND COUNTY OF SONOMA POOL INVESTMENTS TO CALIFORNIA CLASS INVESTMENT POOL AND RESTATE AUTHORIZED SIGNERS ON DISTRICT ACCOUNTS WITH FINANCIAL INSTITUTIONS
 - **MOTION** was made by Director Stapleton, seconded by Director Stuart, and passed 4-0-1 to approve Resolution #434 as presented.
- M. ADOPT RESOLUTION #435: RESOLUTION OF THE FORESTVILLE WATER DISTRICT RESCINDING RESOLUTION #420 AND APPROVING REVIEW AND ANY UPDATES OF CONFLICT-OF-INTEREST CODE
 - **MOTION** was made by Director Stapleton, seconded by Director Stuart, and passed 4-0-1 to approve Resolution #435 as presented.
- N. WATER CONSERVATION
 - MANAGER CONSULTANT reviewed the monthly summary report with the Board and answered questions. The Board took no action.
- O. DIRECTOR'S TRAINING
 - The Board was advised on training needed and upcoming training opportunities. The Board took no action.
- P. CLOSED SESSION GOV'T CODE 54957 – DISTRICT ENGINEER
 - **Adjourned** to Closed Session at 8:37 p.m.: Directors McDermott, Monroe, Griffith, Stapleton, and Stuart, and Chad Davisson.
 - **Reconvened** to Open Session at 9:09 p.m., and the Board announced the following:
 - **Statement:** The Board gave directions to the District Staff.
- Q. CLOSED SESSION GOV'T CODE 54957 – MANAGERIAL CONSULTANT
 - **Adjourned** to Closed Session at 7:56 p.m.: Directors McDermott, Monroe, Griffith, Stapleton, and Stuart, and Chad Davisson.
 - **Reconvened** to Open Session at 8:37 p.m., and the Board announced the following:
 - **Statement:** The Board gave directions to the District Staff.

VII. DISTRICT ENGINEER MONTHLY REPORT

- District Engineer Consultant provided current updates for “Water” and “Wastewater” projects in order as listed on Agenda and advised a BRCE client to tour plant. The Board took no action.

VIII. MANAGER CONSULTANT MONTHLY REPORT

- MANAGER CONSULTANT Davisson provided current updates for “Water” and “Wastewater” operations. The Board took no action.

IX. FWD/GRATON SUB-COMMITTEE REPORT

- The sub-committee meeting for the week of July 22, 2024, was not held. The Board took no action.

X. DIRECTORS' REPORT

- Director Monroe advised the Board to review potable water rates for Forestville Youth Park.
- Director Stuart reported that the Recycled Water plugs up irrigation heads.

XI. CALL FOR FUTURE AGENDA ITEMS

- Forestville Youth Park potable water rates.
- Closed Session for District Counsel

XII. ADJOURNMENT

- **MOTION** made by Director Stapleton, seconded by Director Monroe, and passed 4-0-1 to adjourn at 9:41 p.m.

APPROVED: September 10, 2024