



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

Date: **Tuesday, October 12, 2021**

Time: **5:30 PM**

Location: **Videoconference via Zoom**

**I. CALL TO ORDER** at 5:32 p.m.

**II. ROLL CALL**

DIRECTORS PRESENT: Directors - Aldridge, Akins, Hughes, McDermott, and Monroe

OTHERS PRESENT: GM- Tony Lopes, FWD Legal Counsel - Martin Hirsch, FWD Engineer - Dave Coleman/BRCE, Interim Board Clerk - Dawn Leith, and Adam/Aspect.

**III. APPROVAL OF AGENDA**

- **MOTION** made by Director Aldridge, seconded by Director Monroe, and passed 5-0-0 to approve the agenda as presented.

**IV. STATEMENT OF ABSTENTION**

- McDermott – ASR I

**V. PUBLIC COMMENT** (Public testimony is limited to three minutes)

**VI. CONSENT ITEMS**

1. Approval of Financial Reports for August and September 2021.
  - **MOTION** made by Director Hughes, seconded by Director Aldridge, and passed 5-0-0 to approve the Approval of Financial Reports for August and September 2021.
2. Approval of Minutes for September 14, 2021, Regular Board Meeting
  - **MOTION** made by Director Akins, seconded by Director Aldridge, and passed 5-0-0 to approve minutes as presented for the August 10, 2021, Regular Board Meeting.

**VII. PUBLIC HEARING** (No public hearing tonight)

**VIII. ACTION ITEMS**

- A. TRANSFERRING INVESTMENTS FROM JP MORGAN
  - GM Lopes requested for the Board to review the Umpqua Bank presentation included in the board packet because the Umpqua's Financial Advisor will be available for questions at the November board meeting.
- B. EXECUTIVE ORDER N-08-21
  - **MOTION** made by Director Hughes, seconded by Director Akins, and passed 5-0-0 to approve Resolution #413.
- C. GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT
  - BRCE prepared the Quarterly and Disbursement reports up to the third quarter of 2021 for submission for the district to be reimbursed \$159,558 (BRCE & Legal charges incurred).
  - Director McDermott requested for BRCE to forward the reports to District staff to submit to the Project Manager.
- D. TIME SCHEDULE ORDER (TSO) AND GRANT APPLICATION FOR SEWER TREATMENT PLANT
  - Estimating application to be reviewed approximately February 2022 and fully executed agreement approximately May 2022.
- E. PRV REPLACEMENT OPTIONS
  - GM Lopes and Cory met with Dyanna/BRCE, and Piazza met on October 12, 2021, to review the scope of work along with walking the sites. GM Lopes Discovered a hydrant leaking pm Trenton Road, so since Piazza will already be onsite for the PRV repairs, they will also do the emergency repair, which will be invoiced separately from PRV repair.
  - All areas have been marked by all utilities and WSCHSD gave us permission to park in the north faculty parking lot.

- F. SCADA SYSTEM UPGRADES
  - The final payment for the project has been issued and will close out the original project.
  - VFD electric upgrade will be a new project. Once completed, Aspect will make the final connection to the VFD.
  - BRCE will need to submit a quote to the Board to approve for drafting the electric scope of work, including VFD mounting along with the administrative fee for all the miscellaneous time spent on research such as the flood level and providing consulting to the electrical engineer.
- G. DIRECTOR'S TRAINING
  - All current Directors have completed all mandatory training until late 2022.
- H. MIRABEL LIFT STATION ACCESS AND LAND RIGHTS
  - The Tolling Agreement was submitted to Janice Thompson/County of Sonoma, who has submitted it to the County's counsel for review.
- I. GROUNDWATER MONITORING AT THE FORESTVILLE YOUTH PARK (FYP)
  - Dyanna/BRCE has reached out to Piazza to get an estimated start date since the work didn't start three weeks ago.
- J. DISTRICT GOAL UPDATES
  - No new updates
- K. NEW WATER RATE STRUCTURE
  - No new updates
- L. BOARD DIRECTOR APPOINTMENT
  - The FWD Board submitted Steve Griffith as the District's recommendation to the office of Lynda Hopkins.
  - The appointment will be on the Board of Supervisors November 2021's agenda for approval and the appointed person will be sworn in by the Board of Supervisors on December 6, 2021.
- M. WATER CONSERVATION SUB-COMMITTEE
  - GM Lopes had a conversation with Paul Piazza/Sonoma Water & Water Saving Partnership regarding the top highest users. Sonoma Waters has requested for the District to contact the top users and discuss possible new/further means of conserving water along with supply projections for the next six months.
  - The Surplus has been suspended for all accounts except for drinking water/residence.
  - Director McDermott will contact FPA about an easement for possibly running recycle main up to the corner of Hwy 116 and Mirabel to offer recycle water to businesses like the car wash.
- N. DISTRICT'S IT REQUIREMENTS
  - Move project to the ASR that covers District Goal Updates.
- O. POTABLE WATER SURPLUS TRANSFER TO RECYCLED WATER SERVICE
  - GM Lopes requested to move forward with working on the contracts while waiting for the State's approval so, once approved the District can send out the contracts to the vineyards.
- P. B&R BUDGETING COSTS
  - **MOTION** made by Director Hughes, seconded by Director Monroe, and passed 5-0-0 to approve paying BRCE \$3,970.
  - **TABLED** approving increasing the budget limit until November 2021 meeting to allow the Sub-committee to further discuss the goals of the rate structure module.
  - The rate structure budget of \$5000.00 was exceeded per Engineer Coleman/BRCE because of the extra modules and administration time put in and that the project will most likely exceed the rough estimate of \$5,000 - \$10,000 that David Long provided originally and that it would be closer to \$15,000 because there a few more modules along with meetings to get to the next step of finalizing the rate study.
- Q. ROOF SPRINKLER
  - In addition to the post on Facebook and having the News Release on the FWD website, the Board instructed the FWD Staff to also do a mass email of the News Release to the District customers.
- R. NEW SERVICE TRUCK
  - **TABLED** to November 2021 meeting.
  - CSDA has a list of dealerships that offer electric-powered trucks, that Director McDermott will do further research on this option.

- S. PRELIMINARY BUDGET AD-HOC COMMITTEE
  - Director Hughes and McDermott will be on the sub-committee. They will meet November 23, 2021, at 10:00 a.m. to start the data collection and review process.
- T. CORRESPONDENCE
  - There were six pieces of correspondence that were for informational purposes only and didn't require action nor did the Board request for any to be added to future agendas.
- U. CLOSED SESSION (under Gov't code #54956.9(b)(1)): LITIGATION
  - **Adjourned** to Closed Session at 6:44 p.m.
  - **Reconvened** to Open Session at 6:48 p.m.
  - **Statement:** The Board has instructed FWD legal counsel to respond to Dayton's lawyer.
- IX. DISTRICT ENGINEER MONTHLY REPORT**
  - FWD Engineer provided current updates for "Water" and "Wastewater" projects in order as listed on Agenda.
  - David briefed the Board on the difficulties of being able to provide accurate bids on specific projects because of too many unknown variables that can and has impacted the costs. Director McDermott acknowledge and included that a dollar amount must be submitted to ensure compliance with the Procurement Policy, which outlines the thresholds of when the Board must approve along with staying fiducially responsible with keeping within an approved amount.
- X. GENERAL MANAGER MONTHLY REPORT**
  - GM Lopes provided current updates for "Water" and "Wastewater" operations and projects.
- XI. GRATON/FWD SUB-COMMITTEE REPORT**
  - Next meeting is scheduled for Dec. 2, 2021, via zoom.
- XII. DIRECTORS' REPORT AND CALL FOR FUTURE AGENDA ITEMS**
  - No further reports or call for future agenda items were requested.
- XIII. ADJOURNMENT**
  - **MOTION** made by Director Hughes, seconded by Director Aldridge, and passed 5-0-0 to adjourn at 7:10 p.m.

APPROVED: November 9, 2021