



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

Date: **Tuesday, May 10, 2022**

Time: **5:30 PM**

Location: **Videoconference via Zoom**

I. CALL TO ORDER at 5:32 p.m. by Chair McDermott

II. ROLL CALL

DIRECTORS PRESENT: Directors – Aldridge, Hughes, Griffith, McDermott, and Monroe.

OTHERS PRESENT: GM- Tony Lopes, FWD Legal Counsel - Martin Hirsch, and Interim Board Clerk - Dawn Leith.

III. APPROVAL OF AGENDA

- **MOTION** made by Director Hughes, seconded by Director Aldridge, and passed 5-0-0 to approve the agenda with following changes move IX Engineer before ASR R.

IV. STATEMENT OF ABSTENTION

- McDermott – ASR I

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

VI. CONSENT ITEMS

- **MOTION** made by Director Hughes, seconded by Director Griffith, and passed 5-0-0 to approve the Financial Reports for April 2022.
- **MOTION** made by Director Aldridge, seconded by Director Griffith, and passed 5-0-0 to approve minutes for the April 12, 2022, Regular Board Meeting as presented.

VII. PUBLIC HEARING (No public hearing tonight)

VIII. ACTION ITEMS

A. FORESTVILLE PLANNING ASSOCIATION

- GM briefed the Board on the discussion between Lucy Hardcastle, Forestville Planning Association President regarding fees for services at the Downtown Park. No action taken by the Board.

B. CONTINUANCE OF TELECONFERENCING

- **MOTION** made by Director Aldridge, seconded by Director Monroe, and passed 5-0-0 to approve continuing to meet via Zoom.
- **MOTION** made by Director Aldridge, seconded by Director Griffith, and passed 5-0-0 to approve Resolution #413(g) for the June 2022 board meeting to be held as video conference under AB 361.

C. 2018 SEWER IMPROVEMENT PROJECT

- FWD Engineer provided status on progress of work and of disbursement. No action taken by the Board.

D. TIME SCHEDULE ORDER (TSO) AND GRANT APPLICATION FOR SEWER TREATMENT PLANT

- No new updates to report. No action taken by the Board.

E. PRV REPLACEMENT OPTIONS

- **MOTION** made by Director Aldridge, seconded by Director Griffith, and passed 5-0-0 to approve change order #2 as presented.

F. LIFT STATION VFD ELECTRICAL UPGRADE

- GM and FWD Engineer provided an update on the progress of work. No action taken by the Board.

G. SEWER FORCE MAIN PROJECT

- **MOTION** made by Director Monroe, seconded by Director Aldridge, and passed 5-0-0 to approve a budget of fifteen thousand dollars (\$15,000) to start exploration process.

H. DIRECTOR'S TRAINING

- Directors will need complete additional training on Brown Act and Public Records Act, required by ACWA/JPIA.

- I. GROUNDWATER MONITORING AT THE FORESTVILLE YOUTH PARK
 - FWD Engineer reported on the progress of the work on drilling the wells and sampling. No action taken by the Board.
- J. DISTRICT GOAL UPDATES
 - Board Clerk provided status on the variety of projects FWD staff is working on. No action taken by the Board.
- K. NEW WATER RATE STRUCTURE
 - The sub-committee met on Apr. 19, 2022 but had nothing new to report to the Board. No action taken by the Board.
- L. WATER CONSERVATION
 - GM Lopes provided current usage and statistics on conservation efforts. No action taken by the Board.
- M. ACCESSORY DWELLING UNIT POLICY
 - FWD Staff currently working on drafting new policy. No action taken by the Board.
- N. SERVICE AGREEMENT
 - The Board instructed FWD Staff to remove from the agenda and add to the District's goals until the Accessory Dwelling Unit policy has been approved.
- O. ESTABLISHING BYLAWS
 - The Board tabled to next month's meeting and instructed the Board Clerk to provide examples in the June board packet.
- P. BOARD VACANCY
 - **MOTION** made by Director Hughes, seconded by Director Griffith, and passed 5-0-0 to approve creating a sub-committee (Directors Monroe and Aldridge) to fill the vacancy by appointment.
 - The Board instructed Board Clerk to post Notice of Vacancy with submission deadline of May 24, 2022.
- Q. CORRESPONDENCE
 - The Board instructed the GM to respond to Correspondence #2-Letter from FWD customer.
 - No requests or instructions were given for the other five pieces of correspondence provided in the board packet.
- R. CLOSED SESSION (Gov't. Code #54957) GENERAL MANAGER PERFORMANCE EVALUATION
 - **Adjourned** to Closed Session at 7:04 p.m.: Directors Aldridge, Hughes, Griffith, McDermott, Monroe, and FWD Counsel-Hirsch
 - **Reconvened** to Open Session at 7:17 p.m., and the Board announced the following:
 - **Statement:** The Board proposes creating a subcommittee to evaluate the GM's performance and to approve the proposed evaluation process.
 - **MOTION** made by Director Griffith, seconded by Director Hughes, and passed 5-0-0 to approve the volunteers, Directors McDermott and Monroe, for the subcommittee for the evaluation of the General Manager.
- S. CLOSED SESSION (Gov't. Code #54957) BOARD CLERK APPOINTMENT
 - **Adjourned** to Closed Session at 7:18 p.m.: Directors Aldridge, Hughes, Griffith, McDermott, Monroe, GM Lopes, and FWD Counsel-Hirsch
 - **Reconvened** to Open Session at 7:37 p.m., and the Board announced the following:
 - **Statement:** The Board proposes a salary increase of the Board Clerk to be 10% of the Board Clerk's current pay and to be retroactively paid from 6 months of the time that the Board had last agreed upon creating the position.
 - **MOTION** made by Director Hughes, seconded by Director Aldridge, and passed 5-0-0 to approve Board Clerk/District Administrator job description as presented along with 10% of the Board Clerk's current pay and to be retroactively paid from 6 months of the time that the Board had last agreed upon creating the position.
- T. CLOSED SESSION (Gov't. Code #54957.6) EMPLOYEE SALARIES AND BENEFITS

- Adjourned to Closed Session at 7:40 p.m.: Directors Aldridge, Hughes, Griffith, McDermott, Monroe, GM Lopes, and FWD Counsel-Hirsch
- Reconvened to Open Session at 8:09 p.m., and the Board announced the following:
- Statement: The Board has agreed to give a 4% Cola and a 1% Merit to all employees effective July 1, 2022.

IX. DISTRICT ENGINEER MONTHLY REPORT

- FWD Engineer provided current updates for “Water” and “Wastewater” projects in order as listed on Agenda.

X. GENERAL MANAGER MONTHLY REPORT

- GM Lopes provided current updates for “Water” and “Wastewater” operations and projects.

XI. GRATON/FWD SUB-COMMITTEE REPORT

- Director McDermott will be meeting with Graton’s new Board President in the coming weeks. No action taken by the Board.

XII. DIRECTORS’ REPORT AND CALL FOR FUTURE AGENDA ITEMS

- No requests for future agendas.

XIII. ADJOURNMENT

- **MOTION** made by Director Hughes, seconded by Director Aldridge, and passed 5-0-0 to adjourn at 8:19 p.m.

APPROVED: June 14, 2022