

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

Date: **Tuesday, July 11, 2023**

Time: **5:30 PM**

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

**I. CALL TO ORDER** at 5:34 p.m. by Chair McDermott

**II. ROLL CALL**

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

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 Griffith, seconded by Director Stuart, and passed 4-0-1 to approve the agenda as presented.

**IV. STATEMENT OF ABSTENTION:** None

**V. PUBLIC COMMENT:** None

**VI. CONSENT ITEMS:**

- **MOTION** was made by Director Monroe, seconded by Director Stapleton, and passed 4-0-1 to approve Financial Reports for June 2023.
- **MOTION** was made by Director Stapleton, seconded by Director Monroe, and passed 4-0-1 to approve Minutes for June 13, 2023, Regular Board Meeting with corrections to ASR "B".

**VII. PUBLIC HEARING:** No public hearing tonight

**VIII. ACTION ITEMS**

**A. EXTERNAL DISTRICT AUDIT**

- ISO training has been scheduled for the week of July 24, 2023. The Board took no action.

**B. DIRECTOR'S TRAINING**

- The Board Clerk reviewed upcoming mandatory training & other training/conferences available to the Board. The Board took no action.

**C. BOARD CLERK/ADMINISTRATION TRAINING**

- The Board instructed the Board Clerk to provide literature on available accounting consultation & training through International Institute Municipal Clerks.

**D. 2018 SEWER IMPROVEMENT PROJECT**

- **MOTION** was made by Director Monroe, seconded by Director Stuart, and passed 4-0-1 to approve BRCE to formally request an amendment as detailed in the draft letter presented on June 13, 2023 meeting.

**E. PRV REPLACEMENT OPTIONS**

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

**F. SEWER FORCE MAIN PROJECT/LIFT STATION VFD ELECTRICAL UPGRADE**

- The Board instructed District Engineer to include blow-off valve replacement project with scope of work to send out for bidding.
- District Engineer shared the assessment & recommendations for the VFD Electrical.

**G. SONOMA COUNTY ROAD PROJECT**

- **MOTION** was made by Director Monroe, seconded by Director Stapleton, and passed 4-0-1 to creating a sub-committee with Directors Monroe and Griffith to meet with District GM & Engineer to comprise a unified approach with future Public Works & other County projects that directly impact the District's projects & infrastructures.
- The District Engineer was instructed by the Board to formally petition Public Works to delay the project until Summer 2024.

**H. SONOMA COUNTY HOUSING PROJECT**

- No new updates. The Board took no action.

- I. NEW WATER RATE STRUCTURE
  - The subcommittee will meet July 25, 2023, at 2:30 p.m. The Board took no action.
- J. WATER CONSERVATION
  - Ordinance #16, 19 and 78 and Resolution #409, are still being reviewed for amendments. The Board took no action.
- K. WATER METER REPLACEMENT
  - GM Lopes briefed the Board on the timeline with delivery of equipment and the plan to hire Operators in Training to assist with prepping of meter boxes. The Board took no action.
- L. SEWER FACILITIES MAINTENANCE SERVICES CONTRACT
  - GM Lopes & District Engineer provided an update of the progress and intentions of including five-year plan to be included with the request for proposal. The Board took no action.
- M. SEWER'S SOLAR PROJECT
  - No new updates. The Board took no action.
- N. OPERATIONS AND PROJECT GOALS
  - No new updates. The Board took no action.
- O. GM ORIENTATION LIST
  - No new updates. The Board took no action.
- P. GM SUCCESSION SUBCOMMITTEE
  - The subcommittee will meet again, Friday, July 14, 2023, at 2:30 p.m. The Board took no action.
- Q. RECYCLED WATER RATES AND AGREEMENTS
  - **MOTION** was made by Director Stuart, seconded by Director Griffith, and passed 4-0-1 to approve sixty (60) days extension of the two (2) current Recycled Water Agreements.
- R. EMERGENCY INTERTIE
  - GM provided oversight of metered intertie & rate structure that Russian River Utility uses during flooding or other emergencies.
- S. ACCESSING SONOMA COUNTY POOL INVESTMENT FUNDS
  - The Board instructed FWD Staff to contact the District Auditor and CSDA's Finance Director to ensure no rules or regulations are being violated by closing accounts and using the funds for infrastructure repairs.
- T. CORRESPONDENCE
  - No requests or instructions were given for the two (2) pieces of correspondence provided in the board packet. The Board took no action.
- IX. DISTRICT ENGINEER MONTHLY REPORT**
  - FWD Engineer on vacation the week of July 17, 2023. The Board took no action.
- X. GENERAL MANAGER MONTHLY REPORT**
  - GM Lopes provided current updates for "Water" and "Wastewater" operations.
- XI. GRATON/FWD SUB-COMMITTEE REPORT**
  - The sub-committee scheduled for today was postponed. The Board took no action.
- XII. DIRECTORS' REPORT AND CALL FOR FUTURE AGENDA ITEMS**
  - Director Griffith requested a study session for August's meeting on Outreach Services on Grant. Opportunities & Writing Resources and ASR for Grant Opportunities.
  - Director McDermott requested ASR for Forestville Chambers of Commerce request for storage space.
- XIII. ADJOURNMENT**
  - **MOTION** made by Director Stuart, seconded by Director Stapleton, and passed 3-0-2 to adjourn at 8:23 p.m.