

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

Date: **Tuesday, May 9, 2023**

Time: **5:30 PM**

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

**I. CALL TO ORDER** at 5:37 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 Monroe, seconded by Director Griffith, 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 April 2023.
- **MOTION** was made by Director Griffith, seconded by Director Stapleton, and passed 4-0-1 to approve Minutes for April 11, 2023, Regular Board Meeting with amendments to ASR "Q" and April 20, 2023, Special Meeting as presented.

**VII. PUBLIC HEARING:**

- The Board received two (2) letters of the Public commenting on the Proposed Adoption of Sewer: Ordinance #79-Increase of Sewer Rates and Connection Fees.

**VIII. ACTION ITEMS**

A. ORDINANCE #79-AS DESCRIBED UNDER "ITEM VII-PUBLIC HEARING"

- **MOTION** was made by Director Monroe, seconded by Director Stapleton, and passed 4-0-1 to approve Ordinance #79-Sewer Charges/Rates as presented.

B. EXTERNAL DISTRICT AUDIT

- The Board instructed the Board Clerk to follow up with Core Compliance regarding when May's audit will be conducted.

C. DISTRICT POLICIES

- The Board gave instructions on further edits of new district policies and for the Board Clerk to work with Legal Counsel.

D. DIRECTOR'S TRAINING

- The Board Clerk confirmed with Directors McDermott & Monroe that both received the email providing the link to attend their Ethic Training. The Board took no action.

E. DISTRICT GOAL UPDATES

- The Board instructed the Board Clerk to draft a matrix providing completion dates to present to the Board for future meetings.

F. 2018 SEWER IMPROVEMENT PROJECT

- GM Lopes and District Engineer briefed the Board of the progress on the project. The Board took no action.
- District Engineer advised the Board, currently out of budget for the Engineering portion of the grant and on pace to be \$40,000.00 over budget.

- G. PRV REPLACEMENT OPTIONS
  - GM Lopes and District Engineer provided progress on the project. The Board took no action.
- H. SEWER FORCE MAIN PROJECT/LIFT STATION VFD ELECTRICAL UPGRADE
  - GM Lopes and District Engineer briefed the Board on the progress of the findings with the potholing project and Air Release Valve (ARV) replacements. The Board took no action.
- I. SONOMA COUNTY ROAD PROJECT
  - The District Engineer briefed the Board of the Town Hall meeting held on April 20, 2023, and the County's plans for the Pedestrian Improvement along with ASR J's project. The Board took no action.
- J. SONOMA COUNTY HOUSING PROJECT
  - The Board collectively agreed for the District Engineer to submit his letter (copies provided at meeting) outlining concerns regarding deficiencies for the project.
- K. NEW WATER RATE STRUCTURE
  - The subcommittee updated the Board of the progress on establishing new tiers/rates.
- L. RECYCLE WATER TRUCK FILL STATION
  - The Board instructed to remove from the agenda and the GM to report any updates in the GM Report.
- M. WATER CONSERVATION
  - The sub-committee was instructed by the Board to review Ord. 78 & Res. 409 for possible updates.
- N. GRANTS OPPORTUNITIES
  - The Board instructed to remove from agenda and to add to the District Goals' ASR.
- O. DISTRICT'S MISSION AND VISION STATEMENTS
  - The Board instructed to remove from agenda and to add to the District Goals' ASR.
- P. SEWER FACILITIES MAINTENANCE SERVICES CONTRACT
  - GM Lopes was instructed by the Board to draft the scope of work to include five (5) years plan provided by BRCE.
- Q. SEWER'S SOLAR PROJECT
  - GM Lopes provided an update on the application process for the solar project. The Board took no action.
- R. CORRESPONDENCE
  - No correspondence was provided in the board packet for the Board to review. The Board took no action.
- S. GM SUCCESSION SUBCOMMITTEE
  - The Sub-committee will meet at 2:30 pm on Friday, May 12, 2023
- T. CLOSED SESSION (Gov't Code #54957.6) EMPLOYEE SALARY & BENEFITS
  - **Adjourned** to Closed Session at 8:06 p.m.: Directors Griffith, McDermott, Monroe, Stapleton, and Stuart.
  - **Reconvened** to Open Session at 9:12 p.m., and the Board announced the following statement:
  - **Statement:** The Board has nothing to report at this time.
- U. CLOSED SESSION (Gov't Code #54957) GM PERFORMANCE EVALUATION
  - The Board unanimously agreed the ASR U - Closed Session was no longer needed.
- IX. DISTRICT ENGINEER MONTHLY REPORT**
  - District Engineer stated the importance of seeking grants to develop capital improvement plans, including preventive maintenance for both water & wastewater systems.
- X. GENERAL MANAGER MONTHLY REPORT**
  - GM Lopes provided current updates for "Water" and "Wastewater" operations. Also expressed confusion regarding the expectation of him by the Board for his remaining five months with the District.
- XI. GRATON/FWD SUB-COMMITTEE REPORT**
  - The sub-committee to meet May 11, 2023, at 5:30 p.m.

**XII. DIRECTORS' REPORT AND CALL FOR FUTURE AGENDA ITEMS**

- The Board unanimously agreed to solicit other local restaurants for the meeting dinner, per Director Griffith's request.
- Director Griffith thanked all who volunteered at the Russian River Rotary Fix-It event.
- The Board instructed FWD Staff to create a matrix of all the projects and goals of the district with expected completion dates, Director Stapleton request.
- Director Stuart inquired about District's plans should 2023 winter bring flood levels higher than previous floods.

**XIII. ADJOURNMENT**

- **MOTION** made by Director Griffith, seconded by Director Monroe, and passed 4-0-1 to adjourn at 9:50 p.m.

APPROVED: June 13, 2023