

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

Date: **Tuesday, July 16, 2024**

Time: **5:30 PM**

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

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

II. ROLL CALL

PRESENT: Directors McDermott, Monroe, Griffith and Stuart.

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

III. APPROVAL OF AGENDA

- **MOTION** was made by Director Stuart, seconded by Director Monroe, and passed 3-0-2 to approve the agenda as presented.

IV. PUBLIC COMMENT: None

V. CONSENT ITEMS:

1. June 2024 Financial Reports

- **MOTION** was made by Director Griffith, seconded by Director Stuart, and passed 3-0-2 to approve June 2024 Financials as presented.

2. Minutes for June Regular Meeting

- **MOTION** was made by Director Monroe, seconded by Director Stuart, and passed 3-0-2 to approve Minutes for June 11, 2024, with the correction of Directors present

3. Minutes for June Special Meeting

- **MOTION** was made by Director Monroe, seconded by Director Stuart, and passed 3-0-2 to approve Minutes for June 26, 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

- MANAGER CONSULTANT Davisson provided an overview of payroll services available to help streamline the process and capture hours for each cost center to assist with allocation. The Board took no action.

B. CONSIDER APPROVAL OF A 3.8% COST OF LIVING ADJUSTMENT (COLA) FOR ALL DISTRICT EMPLOYEES, EXCLUDING THE CONTRACT MANAGER, BASED ON THE LATEST 12-MONTH PERIOD PROVIDED BY THE BUREAU OF LABOR STATISTICS

- **MOTION** was made by Director Monroe, seconded by Director Stuart, and passed 3-0-2 to approve 3.8% COLA to take effect July 14, 2024.

C. RECEIVE AN UPDATE ON THE TOTAL COMPENSATION STUDY EFFORT

- The Board instructed the MANAGER CONSULTANT to compile a list of focus items for the study.

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

- **MOTION** was made by Director Monroe, seconded by Director Stuart, and passed 3-0-2 to approve paying invoice in the amount of eleven thousand dollars (\$11,000.00) for managing consultant services from June 12, 2024 to July 11, 2024.

E. RECEIVE AN UPDATE ON THE BOARD OF DIRECTORS' BYLAWS

- Legal Counsel provided status on the review process. The Board took no action.

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

- The Board and Manager Consultant further discussed potential grant and state revolving loan funds options. The Board took no action.

G. RECEIVE AN UPDATE ON THE STATUS OF THE 2018 SEWER IMPROVEMENT PROJECT

- District Engineer brief the Board of updates regarding the encroachments, biology survey and continued efforts to coordinate projects with County of Sonoma.
- H. APPROVE CEQA ADDENDUM FOR THE 2018 SEWER IMPROVEMENT PROJECT
- **MOTION** was made by Director Monroe, seconded by Director Stuart, and passed 3-0-2 to approve CEQA as presented.
 - **MOTION** was made by Director Monroe, seconded by Director Stuart, and passed 3-0-2 to approve authorizing the Board Chair or designated substitute to sign the resolution approving the mitigated amended declaration.
- I. APPROVE A CONSTRUCTION CONTRACT WITH RANGER PIPELINE, THE LOWEST RESPONSIVE BID IN THE AMOUNT OF \$5,848,910 FOR THE GRANT FUNDED SEWER SYSTEM IMPROVEMENT PROJECT
- **MOTION** was made by Director Stuart, seconded by Director Griffith, and passed 3-0-2 to approve a construction contract with Ranger Pipeline in the amount of five million, eight hundred forty-eight thousand, nine hundred ten dollars (5,848,910.00) and authorize the District's Consultant Manager to execute the Bid Award form and construction contract upon approval of form by the District Legal Counsel.
- J. RECEIVE AN UPDATE ON THE STATUS OF THE PRV REPLACEMENT PROJECT OPTIONS
- The Board instructed the District to hold on any further PRV work until further notice.
- K. RECEIVE AN UPDATE ON THE STATUS OF THE TERMINAL LIFT STATION REWIRING PROJECT
- BRCE confirmed work has been completed and expecting a final pay out application soon.
- L. RECEIVE AN UPDATE ON THE COVEY SEWER FORCE MAIN GRAVITY PROJECT
- BRCE is ready to bid out when the District is ready to move forward. CPO researching potential financial assistance/grants through California Rural Water Association. The Board took no action
- M. RECEIVE AN UPDATE ON THE OPERATIONS PROJECTS GOALS
- District Staff provided updates on projects listed on ASR. The Board took no action.
- 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.
- VII. DISTRICT ENGINEER MONTHLY REPORT**
- District Engineer Consultant notified the Board and staff of new waste discharge requirements and approximate cost for the updated generic toxicity. 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 is planning to meet via zoom the week of July 22, 2024. The Board took no action.
- X. DIRECTORS' REPORT**
- Nothing to report
- XI. CALL FOR FUTURE AGENDA ITEMS**
- District Staff Salary Survey
 - District Continuing to provide dinner for board meetings
- XII. ADJOURNMENT**
- **MOTION** made by Director Stuart, seconded by Director Griffith, and passed 3-0-2 to adjourn at 7:54 p.m.