

**REGULAR BOARD MINUTES**  
**FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT**  
**REGULAR BOARD MEETING**

**July 13, 2022**

**CALL TO ORDER:**

Chairman Monath called the Regular Board Meeting to Order at 6:03 pm

**ROLL CALL OF DIRECTORS:**

Director's present: DeWitt, Hendrix, Monath, Colby, Kunkel

**VISITORS:** none

**PUBLIC COMMENT:** none

**APPROVAL OF MINUTES:**

- A motion was made by Director DeWitt to approve the Regular Meeting Minutes from **June 15, 2022**. Chairman Monath seconded, and the motion passed unanimously with a vote of 5 ayes (DeWitt, Hendrix, Monath, Colby, Kunkel)

**APPROVAL OF EXPENSES:**

- Director Colby made a motion to Approve and pay the invoices for the month of June. Chairman Monath seconded, and the motion was passed unanimously with a vote of 5 ayes (DeWitt, Hendrix, Monath, Colby, Kunkel)

**REPORTS:**

**a. Chairman's Report**

- Ribbon cutting for Fall River Lake Trail, CSD was well represented
- Small leak near Elementary School
- A/C mini split to be installed tomorrow in Board Room

**b. Parks**

❖ Two Rivers Park

- Green Infrastructure Grant
  - The landscape design is complete and have a tele meeting with Mt. Shasta Engineering this week. May have an update at the meeting, but as of now, still working to complete the design and bid documents
- OGALS Per Capita Grant (Nothing has changed since last month's report)
  - Will start planning this after the Green Infrastructure Grant Planning is submitted

❖ Fall River Lake Trail

- The Ribbon Cutting Ceremony is scheduled for July 13th at 1pm. Will give an update at the meeting since it is following the ceremony. \*Trail has been renamed Floyd Buckskin Memorial Trail.
  - There has been some vandalism along the trail (planting boxes taken apart and trail signs removed and some stolen). This is an issue that was anticipated, but there is no real solution at this time

❖ Fall River Lions Park

- The woodchips were delivered and installed by the operations crew. A huge bow to them, as they worked a couple days in the hottest weather we've had this year. If you haven't seen the playground area, please go look. It is a huge improvement!

- We removed the ramp going into the playground, as it was a tripping hazard (broken connections and a huge gap). The barrier was extended and there is a nice place for a bench inside the woodchip area. I asked the community for their input on bench color and got a bigger response than expected. With 22 out of 30 responses, they selected blue. The benches (maybe one more) are included in the McConnell Grant.
- The picnic tables are being ordered and pending delivery arrangements
- Three full size and one child size concrete table will be placed in the gazebo
  - Item in the Burney Community Foundation Grant
- The Improvements paid for by the Burney/Fall River Rotary are being completed
  - Painting of the bathrooms and signs to encourage people to keep them clean
  - New door and trim on concession stand
  - Removed the cable blocking entrance to the park. Putting up signs to deter entry by vehicles
  - New sign is being designed

#### c. The Financial Report

##### ❖ *Reports*

- Reminder: Added The Statement of Revenues and Expenditures CASH EXPENDITURES report. The last column shows "Capital Activities. The report gives an accurate number for the board on what cash has come in and gone out for the year. The amounts in "Capital Activities" will be depreciated next year, or when the project is completed (the amounts in Construction in Progress).
  - Because of \$42,500 in grants received for the Lions Park, the Net amount spent for the year is in the black for the month.

##### ❖ *Revenue*

- For May, the total revenue was about \$88,246, which is more than \$13,000 over budget. This is primarily due to the Outside/Container revenue from Turn-key Construction.

##### ❖ *Employee Expenses*

- Employee expenses were almost \$33,000, which is more than \$1,000 under budget for the month.

##### ❖ *Operating Expenses*

- The operating expenses were almost \$13,000 which is nearly \$8,000 under budget for the month.

#### d. Operations Report

- New bark has been laid down at the Lions Park play structure
- The transducer at lift station #1 has been cleaned and is functioning properly
- The relay switch at lift station #3 has been replaced and has solved our issue with false alarms
- The area behind the office has been cleared and several items have been taken to the dump
- All the unused wires have been removed from the attic
- Jerry and I went to Alturas to talk to Mike Colburn from the USDA regarding a loan for the purchase of a truck and a vac trailer (present gathered info)
- Our water loss for the month is 8% (15 gpm) This is a 12% decrease from last month 22 gpm
- Bacti samples for the month were negative



**e. Manager's Report:** *Following text copied from Manager's written report*

**General Comments:**

Steve Watson with Department of Drinking Water, Mey Bunte's former supervisor, came to FRM to meet with me 29 June 2022 to discuss future well site near existing McArthur Well regarding present requirements for setbacks and clearances required for adjacent land uses – i.e. pesticides, herbicides, and livestock enclosures. With information I learned what the present requirements are and what needs to be considered acquiring land.

Due to exposure to Covid over 4 July weekend I placed myself in quarantine at home thru 9 July. After testing negative, I returned to work 11 July. I was able to accomplish some tasks monitoring and responding to email via phone.

Likewise, Joseph Huston was exposed and isolated 7 July thru 10 July returning to work 11 July after negative testing.

**Grants:**

**1. Airport Test Well Project @ Curve Street:**

Slow progress this last month.

Last Report Comment - Kip Lybarger, Project Consulting Engineer, and Bonnie Lampley, hydrogeologist, continue finalizing the well drill package for bidding with final language guidance from UEI, Randy Marx. I am in communication with Fall River Joint Unified School District staff to finalize an easement for our primary drilling site near the FR Elem. School. The second alternate site on 3<sup>rd</sup> Street will also be available from owner and Lybarger will need to manage that directly. Well contract bidding goal is 9 August 2022.

**2. Wastewater System Expansion (McArthur) Project:**

On Track with focus on Environmental field work prior to submittal of this portion of package to State.

Environmental package should be fully complete with all comments addressed by the end of September at which time it can be submitted to State to complete planning grant application.

**3. Water System Improvement Project: On Track.**

**4. McArthur Well – "Well No. 1 Improvements":**

I have received email confirmation we have been awarded a \$785,000 grant from Department of Water Resources for this project. Now the grant agreement formalities begin. I do not expect this process to happen quickly as it must pass thru multiple hands and a formal contract needs to be signed with Pace Engineering before the planning/engineering phase can begin. I hope to have a tentative timeline by next month's meeting.

**5. Backup Generator Funding Program:**

Loch Dreizler (RCAC) has left RCAC to become a wastewater district Manager on CA Central Coast. Sarah Krohn (RCAC) will take the lead on this project. Pace, as the selected engineer from previous interviews process, should be under contract with RCAC by the end of August. Due to a need for RCAC to revise technical language in the MOU with us this may be delayed.

**6. Technical Assistance – Pine Grove Mobile Home Park: No Change**

This project will be delayed as the State funding during this cycle is depleted. It may be a few months until new funds from bonds allow the project to continue.

**Projects:**

**1. Solar/McArthur Backup Well:**

I met with Rick Maher this morning regarding a lease/purchase of easements/land for both the solar array and future backup/redundant water well. Together we are fine tuning an agreement in principle of the multiple details such that it is mutually beneficial to both parties. I have been in communication with CSD attorney, James Ciampa, as to the general concept and will have him draft the final agreement for our offer to Maher.

**2. Diamond Mapping: Continuing as slow pace.**

**3. Blueprints/Record Plans/Documents: Staff and I continue to work this effort.**

**4. Office/Shop Upgrades**

Board Room: HVAC – By next Board Meeting a new “Spilt” unit will be install by Lassen Air and Refrigeration, Shingletown. This should resolve the noise issue during Board meetings and the heat issue during warmer months. In addition, blown-in insulation by Meeks, Redding, will be installed R-38 thru out the entire shop with extra layer for R-49 in the ceiling area of the Board and Anti Room. With this will add to our overall thermal efficiency.

**5. Engineering Support:**

Standby Generator – Lift Station #1: On Friday 17 June Ryan Michaels, Bullert Industrial, attended to diagnose and repair issue with generator assumed low voltage preventing auto-transfer switch (normal PGE Power to Backup Generator Power) from operating properly. Issue was isolated to voltage control rheostat which was cleaned enough to raise and stabilize voltage. Multiple tests proved satisfactory operation. A spare rheostat was ordered and is in stock if issue returns.

**OLD BUSINESS:**

❖ **Consider Purchase of Vac Trailer**

- Bill Rodeski and Chairman Monath visited Mike Colbert with USDA to obtain information on a loan for a vac trailer and truck.

- Low interest rates and good terms with a USDA loan:

The USDA will most likely only allow us to borrow for the estimated lifetime of the equipment - i.e., vac-20, truck-10 (Mike C). To proceed, we will need to complete a pre-application package for review; if accepted, they will invite us to submit a formal application. Once submitted we can lock in on an interest rate. Time frame from application to funding is at least 6 months.

- TABLED until receipt of bids on trucks

**NEW BUSINESS:**

❖ **Consider Rate Study Information**


TABLED: Finance Committee to meet and discuss further

❖ **Consider Pay Schedule for the 2022/2023 Fiscal Year**

- A motion was made by Director DeWitt to adopt the Change of Job Description for Office and Parks Manager, from Hourly to Salary; and accept the accompanying Pay Schedule. Director Hendrix seconded, and the motion was passed with a vote of 4 ayes, 1 nay (DeWitt, Hendrix, Colby, Kunkel) (Monath)

**Regular Meeting adjourned at 7:54 pm**

**Date of Approval:** August 17, 2022

  
Board Chairman  
*General Mgr.*

  
Board President