

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

April 12, 2023

CALL TO ORDER:

Chairman DeWitt called the Regular Board Meeting to Order at 6:01 pm

ROLL CALL OF DIRECTORS:

Director's present: DeWitt, Hendrix, Kunkel

Absent: O'Connor

VISITORS: None

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- A motion was made by Director Hendrix to approve the Regular Meeting Minutes of 3/15/23. Director Kunkel seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, Kunkel)

APPROVAL OF INVOICES:

- Director Kunkel made a motion to Approve and pay the invoices for the month. Director Hendrix seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, Kunkel)

REPORTS:

❖ **Chairman's Report**

- On March 28th GM Ray, Chairman DeWitt and a representative from Brian Dahle's office (Jennifer Andrea) went to Alturas to a board of supervisors meeting in Modoc to present a resolution to Mike Colbert who recently retired from the USDA office in Alturas. Mike has worked with the District in the past and has been instrumental in facilitating grants and loans.

❖ **Parks Report**

○ Two Rivers Park

▪ Green Infrastructure Grant

- Erica Fielder Designs is working on the wording for the interpretive signs
- Waiting for a letter from the county, verifying the right of way of Grand Rapids. The County said they would write the letter.
- The project will go out to bid after the State approves all the construction bid documents and the right of way issue is resolved.
 - Still hoping this will happen by the end of April
- Operations will begin restoring the water service in April along with locating the sewer connection.

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- Per Capita Grant
 - Will fund a bathroom on active side of the park
 - Will start planning with Mt Shasta Engineering in April
 - Expect to have an agreement for services by the end of April for board approval
- Stewardship Council Grant
 - Will fund a large pavilion along with other amenities and improvements on Watershed donated lands within Two Rivers Park.
 - Still waiting to hear from the SNC (Sierra Nevada Conservancy), who is taking over the grant administration for the Stewardship Council.
 - Steve Schweigerdt emailed in late March. There may be more grant money available to us for this project!

❖ **Fall River Lions Community Park**

- McConnell Grant
 - Same as last month - LED ballpark lights have been installed on two poles. Big Dog Electric out of Alturas will return when the field has dried up enough for them to be on it without tearing it up.
- Burney Community Foundation Grant
 - The concrete tables have been delivered and are under the gazebo! Because of the damp ground, we are waiting to position them until things dry up a little.
 - Because there is still money remaining in the grant, we will order more mulch for the playground that will be deliverable when the conditions are less wet.
- The Intermountain Little League will be practicing a few days a week and playing Friday night games at the field beginning in May. It will be wonderful to have it utilized in this way, and everyone will be able to enjoy the new lighting!

❖ **Treasurers Report**

○ **General**

- *We are now 75% through the Fiscal Year*
- Aged payables
 - Reminder that Pace IRWM Well No. 1 Improvements are being paid when reimbursed, so they will show up as past due. We should be receiving reimbursement 1 and 2 totaling \$47,937. We are also delaying payment of the extra environmental work for the Wastewater project but will pay as the budget allows.
- Amber has started working on the budget for FYE 2024. Because of the rate increases and the need to budget for Capital Replacement Savings, there is extra work this year. The budget committee should meet by the end of April to go over a preliminary budget and savings plan so it can be reviewed at the May board meeting.

○ **Revenue**

- Operating revenue was \$51,192 which was about \$6,000 under the budgeted amount.

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- Revenue is 74% of the budgeted amount.
- This percentage will likely be going up for the last 3 months of the fiscal year, with rates increasing in April.
- **Employee Expenses**
 - Employee expenses were \$31,343 which was about \$4,800 under the budgeted amount.
 - Employee expenses are at 69% of the budgeted amount.
- **Operating Expenses**
 - The operating expenses were \$14,347 which was about \$6,400 under budget
 - Operating expenses are at 60% of the budgeted amount.
- **Net Income**
 - Net income for the year, *after* depreciation is and Grant activities is \$135,157

❖ **Operations Report**

- Joseph moved rock around the booster station to help with water runoff.
- Picnic tables have been placed at Lions Park.
- A main sewer line blockage that was located just SW of the hospital has been cleared. We were able to determine that the blockage was caused by tree roots with the help of Coast County Construction and their sewer camera. We were able to clear the blockage thanks to the Burney Water District and their diesel-powered sewer jet.
- The leak located at the fairgrounds has been repaired.
- Bill worked for 2 days at the Burney Water District late last month. They were down to one operator and needed assistance during the power outage.
- Meter replacements are moving forward as planned, the vac trailer has proven itself to be an asset for these types of jobs.
- Joseph has entered the district into a drawing to win a free playground.
- 1st quarter wastewater reporting has been completed and sent to the state.
- Water loss for the month is unknown because meters this month were partially estimated. (Snow)
- Bacti samples for the month were negative.

❖ **Manager Report (Copied from the written Report by Cecil Ray)**

Continuing Education: Michael Busse, California Rural Water Association, will teach the third class of "Electrical Fundamentals for Water and Wastewater" at the CSD office on Thursday 13 April.

Amber, Joe and I attended a two-hour RCAC webinar on Financial Management of Small Water Systems 11 April presented by Mary Fleming. She informed us of items we need to update or initiate.

Administrative:

Bridge Loan – Rural Community Assistance Corporation – RCAC – Waiting to initiate once we need major funds for the McArthur Well Improvement Project.

LAFCO – 2021 Annexation – Pine Grove Mobile Home Park Project TA grant Work Plan has been amended to include

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funding to help cover costs to properly prepare an annexation submittal to the State Board of Equalization by end of this year.

Grants:

1. **Test Well Project @ Curve Street: UEI AR 6376 – TA Grant – Sac State: Grant Engineer: Randy Marx**
A contract has not been awarded to drill the well. Randy Marx, UEI – Sac State continues to process the contract package through UEI. I speculate we could be drilling in June.
2. **“Fall River Valley Well Infrastructure Project”: DWR (Department of Water Resources): Grant Manager: Nancy Snodgrass**
On 17 March 2023 we executed a final DWR grant agreement for \$1,298,200. On 3 April 12, 2023, a “kickoff” Zoom meeting with Nancy (via Zoom), multiple Pace staff and me was held at Pace Engineering offices. A process for reimbursement was established. Design is basically on hold until the well is completed. Our initial reimbursement request for engineering expenses to date will be sent to DWR in the next few days along with the initial Progress Report from Pace on the project.
3. **Wastewater System Expansion (McArthur) Project:**
All CEQA comments received thru the Clearinghouse have been received and are being responded to by Enplan. This document should be ready for your Special Board Meeting 26 April 2023 approval and adoption. Following your action, the completed document will be sent to the State to complete our funding application. Cheng Vue, DFA, SWRCB was informed following his recent inquiry that the document will be downloaded onto FAAST (State application data portal) ASAP after your adoption. We remain hopeful in 6-12 months we will have a construction grant.
4. **Water System Improvement Project:**
We have received inquiries from Lukas Moore SWRCB, lead person, on this planning grant application to clarify some items on our application to which we through Pace have responded. At least our application is being actively reviewed.
5. **McArthur Well – “Well No. 1 Improvements”: Sierra Institute/DWR, Lead Person: Zoe Watson**
Paige Cibart with Pace Engineering is taking the lead on this project for us. I met with Paige, Paul, and other staff to discuss design elements. We have a plan going forward that includes a Backup Generator. We have received funds for our first and second reimbursement requests of more than \$40K so we can pay Pace for some of their work to date. Hopefully, going forward these payments will have only a 60-day processing time. Pace has been very understanding in these payment delays.
Backup Generator Funding Program: RCAC Grant Lead Person: Hamish Kellam
I sent a plea to Hamish to possibly have a permanent generator at the District office. At Hamish’s request Bryan Gentles, EE, with Pace prepared and sent a revised budget request to him for same. It is in review by DFA and Hamish verbally seemed hopeful it would be funded. Regardless, the Backup Generator for the McArthur Well appears to be acceptable and will be funded.
6. **Pine Grove Mobile Home Park: UEI AR 6644 – TA Grant – Sac State: Grant Engineer: Randy Marx**
Randy Marx, Sac State, UEI, has revised the project Work Plan for the project including some funding for the Pine Grove Park annexation submittal issues. Randy must finalize an expanded scope contract with Pace. We Zoom meet again on 20 April.
7. **Equipment Purchase - US Department of Agriculture (USDA)**
A Ford F450 4X4 Chassis is on order.
I continue to work with Scelzi salesman on finalizing a service body design that will fit our budget. I have had input from both Bill and Joe as to priorities in design features. We are probably going to defer the crane, but have the foundation built for one to be installed later.

Projects:

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1. **Solar/McArthur Well:**

The installation is complete. It passed Shasta County Building inspection Tuesday 11 April. Array is online and operating in testing mode. Once we receive PGE approval to operate full time, we will be in net metering mode. Final technical manuals, on-site training, and CE Leasing payments will be coming in near future.

Solar - "Fall River Valley Well Infrastructure Project"

Chico Electric has prepared an application for 33KW of solar at this site under the same PGE program we have at the McArthur Well site. Currently all indications are we are in a good acceptance position with PGE. They have received more applications than their staff can process timely, thus, they appear to be modifying internal policy.

2. **Pit River Bridge – Easement Negotiations with Shasta County**

I met with Al Cathey, Public Works Director, and Mary Rickert at Al's office in Redding on 27 March to discuss replacement of water pipeline across the river on the new proposed bridge. Although I did not convince Al the County should cover the costs several options were discussed. I have some research to do. He is willing to work with us and even possibly request the State to delay the construction should we find a funding source that could be used during construction. He did state the final pipeline design, specs and inspection would be our responsibility. We will find a way. I will keep you informed.

3. **Diamond Mapping:** No activity

4. **Blueprints/Record Plans/Documents:** Some activity

5. **Office/Shop Upgrades:** Joe installed a new monitor for SCADA in the office that he donated from his home.

6. **Engineering Support:** Continuous communication with Paul Reuter, P.E. (President/Managing Engineer); Bryan Gentiles, P.E. (Electrical); and Paige Cibart, P.E. (Civil) at PACE regarding ongoing projects.

OLD BUSINESS:

- Consider Cost of Living Adjustment for the 2023-2024 Employee Pay Schedule
 - o The committee of Hendrix and O'Connor met and studied the options for adjustments.
 - They were both in agreement for the 3% adjustment beginning next pay period.
 - GM Ray asks if his position can be excluded from the COLA
 - o Director Hendrix made a motion for a 3% COLA starting the next pay period, excluding the GM position. Director Kunkel seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, Kunkel)

NEW BUSINESS:

- Appoint Committee Members (D) (A) (I)
 - o Table until May to confirm committee Appoint Committee Members (D) (A) (I)

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Regular Meeting adjourned at 6:41

Submitted,

Approved 5/17/2023

A handwritten signature in blue ink, appearing to read "Cecil D. Ray", written over a horizontal line.

Cecil D. Ray
Board Secretary and General Manager

A handwritten signature in blue ink, appearing to read "Tyler DeWitt", written over a horizontal line.

Tyler DeWitt
Board President