

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

June 14, 2023

CALL TO ORDER:

Chairman DeWitt called the Regular Board Meeting to Order at 6:02 pm

ROLL CALL OF DIRECTORS:

Director's present: DeWitt, Hendrix, Kunkel, O'Connor

Absent: None

VISITORS: None

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- A motion was made by Director Kunkel to approve the Regular and Special Meeting Minutes from 5/17/23. Director O'Connor seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, Kunkel, O'Connor)

APPROVAL OF INVOICES:

- Director Hendrix made a motion to Approve and pay the invoices for the month. Director O'Connor seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, Kunkel, O'Connor)

➤ **REPORTS:**

❖ **Chairman's Report**

- Valley Hardware says the trees bought for the Lions park are fine at the store for a while.

❖ **Parks Report**

○ **General**

- Nick Riddle – Mt Shasta Engineering has been the engineer for the parks for the last several years. Nick is scaling back his engineering business and hired Jess Gregory of Gregory Engineering to assist with the Green Infrastructure project. Gregory Engineering will be taking over all the Two Rivers Park projects, barring any objections from the board.

○ **Two Rivers Park**

▪ **Green Infrastructure Grant**

- Erica Fielder Designs is working on the final drafts of the interpretive signs. Anyone who wants to see them, please let me know.
- The Grant Administrator for the State is working on an advance request that will cover construction costs. Hoping to get it in July.
- The bids received for the project are included in the packet this month.
 - Hoping to award the contract in June
 - Have yet to determine start date for construction, but likely in August

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

- Operations has been working on restoring water and sewer service to the park.
 - Packway was hired to scrape the cinder rocks from the center park areas.
This will help with installation of the water lines and planting of the area by McEntire Landscaping in late summer/early fall.
- Benches and table have been ordered but are not expected until late fall
- Per Capita Grant
 - Will fund a bathroom on active side of the park
 - In planning stage with Gregory Engineering
- Stewardship Council Grant
 - Will fund a large pavilion along with other amenities and improvements on Watershed donated lands within Two Rivers Park.
 - The District was granted an additional \$100,000 which makes this a \$550,000 grant.
 - Additional line items include a Utility Vehicle for park/trail maintenance and monitoring along with improvements to the active parking area.
- ❖ **Fall River Lions Community Park**
 - The new sign for the park is being designed.
 - Should receive three drafts for selection in the next two weeks
 - There is money set aside for the sign from the Rotary donation
 - McConnell Grant
 - The LED lights have been installed at the park
 - Intermountain Little League plans to play Friday night games at the park!
 - Operations will be installing the spring riders and musical instrument
 - This has been difficult because of the daily precipitation
 - Two sycamore trees have been purchased from Valley Hardware
 - Loni Blunt has removed the stumps and the trees will be planted asap
- ❖ **Treasurers Report**
 - **General**
 - **May 2023 - 92% through the Fiscal Year**
 - Savings
 - A resolution for savings allocations should be presented at the July board meeting. It is recommended that the finance committee meet with GM Ray and Amber Beck to discuss the specifics before the meeting.
 - **Revenue**
 - Operating revenue was \$65,157, which was about \$1,000 over the budgeted amount.
 - Total Revenue is 94% of the budgeted amount.
 - Water usage is down for this time of year, likely because of the wonderful rainy weather.
 - The golf course has yet to need water from the intake in Glenburn
 - **Employee Expenses**
 - Employee expenses were \$31,000, which was about \$5,000 under the budgeted amount.

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

- Compensation insurance is negative because of a class action settlement check for \$1,049.00
 - Employee expenses are 82% of the budgeted amount.
- **Operating Expenses**
 - The operating expenses were \$13,288 which was about \$8,000 under budget
 - Operating expenses are 70% of the budgeted amount.
- **Net Income**
 - Net income for the year, *after* depreciation is and Grant activities is \$192,999
- ❖ **Operations Report**
 - The stump grindings at the lion's park have been picked up and moved to the ponds to be used later.
 - The solar array next to the well has been mowed.
 - The tanks have started getting mowed and shrubs cut down around them.
 - A screen on tank 1 vent was replaced with smaller screen size to stop bugs from getting in this was required by the state.
 - The lid on top of tank 2 has a new gasket put on that the state asked us to do.
 - April and May drought reports are done.
 - Mowed the road at the ponds to the head works.
 - Found the clean out for the sewer at the 2 rivers park so we now know where they are and are putting boxes around them.
 - Got a hot tap in for the water line still need to set the meter and run water line into the park.
 - Booster pumps stopped working in the auto position Cecil has taken that project on.
 - The well had a problem with a relay so it wasn't working in auto we and resolved that issue and it is working correctly now.
 - The screen at the well was cleaned and the needles on the Cla-valve adjusted for opening and closing of the well.
 - There was a leak on Bridge St that was fixed. Because we had our vac trailer on hand ready to use, we were able to find the leak and put a repair clamp on it within 4 Hours, so we saved a lot of water from being lost.
 - Meters were read this month with no problems.
 - Water loss for the month is 440,000 9% 10 GPM.
 - Bacti samples for the month were negative.

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

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

General Mgr. Report

General Comments:

Continuing Education: None

Administrative:

Bridge Loan – NO CHANGE -Rural Community Assistance Corporation – RCAC – Waiting to initiate once we need major funds for the McArthur Well Improvement Project.

LAFCO – 2021 Annexation – No Change - Pine Grove Mobile Home Park Project TA grant Work Plan has been amended to include 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 is still seeking DFA funding approval as Work Plan/Budget has been modified, again. UEI contract with driller should follow within 4-6 weeks. I have emailed DFA to please approve as soon as possible. I speculate we could begin drilling in August.

2. **“Fall River Valley Well Infrastructure Project”: DWR (Department of Water Resources): Grant Manager: Tara George**

On 1 June 2023 our Grant Manager changed from Nancy Snodgrass to Tara George. Design is basically on hold until the well is completed. Our 1st and 2nd reimbursement requests for engineering expenses to date have been sent to DWR for payment along with the initial Progress Report from Pace on the project. Design has stopped until the well drilling and testing is completed.

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

On 1 June 2023 Paul Reuter and I received an email from Cheng Vue regarding the grant funding timeline for this project. Now that we have the environmental package complete it will take 6 months to review it along with continuing to review the Technical Package submittals. Although we thought we were being “fast-tracked” and “expedited” in reviews it may be 10 months to have a grant agreement. To inquire as to help from Senator Dahle I have arranged a 21 June meeting with his regional representative Bruce Ross for Paul Reuter and me to review the entire application, so he has a full project grant application understanding. The Senator through Bruce is willing to assist in any way possible to speed the process. However, Bruce needs to have a complete background understanding to make his efforts most fruitful.

4. **Water System Improvement Project:**

Changes: Project has now been moved to Small Community Drinking Water Unit New Project Manager: Francine Fua, With Jody Hack (my assumption) as Unit Head

This change neither I or Paul know the reason or if it will help us speed the application along. This will be the 3rd lead person on this project application.

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

5. McArthur Well – “Well No. 1 Improvements”: Sierra Institute/DWR, Lead Person: Zoe Watson

We have a final draft “amended” agreement which hopefully will be signed by all in a couple weeks.

Of the 7 Reimbursement Requests we have submitted we have received payment on 4 to date.

The project design element has stopped while we wait for Backup Generator funding decisions. See comments below.

Backup Generator Funding Program: RCAC Grant Lead Person: Andrew Reynolds (NEW)

Hamish Kellam is leaving RCAC and has been replaced on this project by Andrew Reynolds. When the final funding for this grant was being reviewed by DFA the \$500,000 funding limit was discovered to have to include funds for RCAC’s grant administration. Therefore, until DFA and RCAC establish that amount we are in limbo as to what amount we will have for generator(s). Bryan Gentiles with Pace is in direct communication with Andrew. Once we know a dollar amount available to us Bryan will have to review/adjust his project estimates. We may not be able to fund a second generator at the office.

While we wait for this decision the design for McArthur Well Improvements has stopped.

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 and a door to door interviewing/surveying of property owners along Williams Rd for water quality issues and potential interest in inclusion in project. This survey will be done by another group from Sac. State. We Zoom meet again on 15 June to discuss progress.

7. Equipment Purchase - US Department of Agriculture (USDA)

On May 23, 2023, Bids were solicited for a Ford F-450 4X4 Chassis with a custom service body spec’d with detailed input from Operations Staff. Due to estimates received while preparing specs. a crane was not included. However, the service body will be manufactured to accept a crane in the future when funding becomes available.

Of the four vendor email bids solicited only one responded with a bid or any communication. Crown Motors bid \$122,757 for the complete unit. The USDA grant amount will be \$75,000 with the District’s portion \$47,757.

The chassis build and body build is unknown. Guessing 4-6 months.

Projects:

1. Solar/McArthur Well:

The installation is complete, on-line, accepted by PGE, and in the net metering program as 16 May. All accounts and payment processes have been established with Chico Electric Leasing/ F&M Bank. We have not seen credits shown on our bills due to known internal PGE accounting delays, however the credit start date will still be 16 May.

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

Solar - “Fall River Valley Well Infrastructure Project”

No Change - 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.

OLD BUSINESS:

- None

NEW BUSINESS:

- Consider Awarding Contract for Two Rivers Park Phase 2 Improvements
 - o The District received to bids for the construction of an access road and supporting amenities.
 - Pat Nelson Construction had the lower bid, which was within the budget of the Green Infrastructure Grant.
 - Mt. Shasta/Gregory Engineering vetted each bid and recommends the District award Pat Nelson Construction the contract.
 - Director O’Connor made a motion to award the contract to Pat Nelson Construction. Director Hendrix seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, Kunkel, O’Connor)
- Consider New Engineering Contract with Gregory Engineering
 - o Mt. Shasta Engineering is winding down business. Nick Riddle hired Jess Gregory as a sub-engineer to help finish out projects.
 - Would like to enter a contract with Gregory Engineering for the remaining work to be done at Two Rivers Park.
 - Chairman DeWitt made a motion to enter a contract with Gregory Engineering. Director Kunkel seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, Kunkel, O’Connor)
- Resolution 2023.06 Consent to Enter JPIA Programs
 - o Amber Beck researched moving from State Fund to JPIA for Workers Compensation Insurance. The District can save at least \$3,000 a year and JPIA has a good reputation.
 - Director O’Connor made a motion to approve resolution 2023.06. Director Hendrix seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, Kunkel, O’Connor)
- Consider 2023/2024 District Budget
 - o The finance committee met and recommend passing the budget presented.
 - Director Hendrix made a motion to approve the 2023/2024 District Budget. Director O’Connor seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, Kunkel, O’Connor)

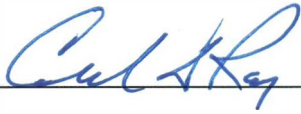
REGULAR BOARD MINUTES
FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING

- Consider Pre-Authorized Invoices for the 2023/2023 Fiscal Year
 - o Pre-Authorized invoice list attached in board packet.
 - o Amber Beck requests the addition of F&M Bank Solar Loan Payment
 - Chairman DeWitt made a motion to approve the Pre-Authorized Invoices for 2023/2024 with the addition of F&M Bank Solar Loan Payment. Director Hendrix seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, Kunkel, O'Connor)

Regular Meeting adjourned at 7:12

Submitted,

Approved 7/12/2023



Cecil D. Ray
Board Secretary and General Manager



Tyler DeWitt
Board President