

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

August 16, 2023

CALL TO ORDER:

Chairman DeWitt called the Regular Board Meeting to Order at 6:00 pm

ROLL CALL OF DIRECTORS:

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

VISITORS: None

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- A motion was made by Director O'Connor to approve the Regular from 7/12/2023. Director Hendrix seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Kunkel, Hendrix, 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, Kunkel, Hendrix, O'Connor)

REPORTS:

❖ **Chairman's Report**

- Chairman DeWitt informed the board that he received a phone call from Jamie Shannon at Central States Water Recourses asking about buying the District. They appear to be a company who buys water/sewer utilities for profit and have atrocious reviews. Chairman DeWitt wanted everyone to beware that these companies are out there willing to prey on communities.

❖ **Parks Report**

○ ***Two Rivers Park***

- Green Infrastructure Grant
 - Nelson Construction will begin the access road/parking area construction on September 1st
 - Delaying the construction to September 1st saved the District the time and expense of having a bird survey done by Enplan.
 - Installation of the irrigation system and planting has been delayed until spring – after the pavilion and bathroom are in place.
- Per Capita Grant
 - Gregory Engineering completed a survey of the park area and has completed a new conceptual layout. Amber and Cecil will be meeting with Gregory Engineering on Wednesday the 16th to go over the concept and discuss the bathroom and pavilion options (Stewardship Council Enhancement Grant).

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- Stewardship Council Grant
 - See above
- **Fall River Lions Community Park**
 - The spring riders were installed by Bill and Joe.
 - The small community members are enjoying the equipment! Have had several positive reports.
 - The Fall River WoodBatts are playing under the lights on Tuesday nights.
 - The artwork for the new sign is complete; waiting to hear back from Signations in Redding about the cost and timeframe for a new sign.
- **Floyd Buckskin Memorial Trail**
 - Ginger Amoroso has volunteered to do trail maintenance, along with two wonderful community members. Mitch Gooch and Reaad have both volunteered to help with trail maintenance and are both frequent users of the trail.
 - Signs have been purchased to remind hikers to pick up after themselves and their dogs.
 - There is a need for a garbage can at the trail entrance. Would like to discuss it with the parks committee.
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❖ **Treasurers Report**

○ **General**

- Amber is working with an accountant to clean up the balance sheet and make adjusting entries for the 2023 fiscal year.
- The MIP accounting software is available in a cloud-based version. Amber has viewed a demo and had a consulting meeting with MIP. There are many benefits to converting over to the cloud, including visually improved reports and simplified entry and tasks.

○ **Revenue**

- Operating revenue was \$90,705, which was about \$135 under the budgeted amount.

○ **Employee Expenses**

- Employee expenses were \$15,903, which was about \$4,000 under the budgeted amount.

○ **Operating Expenses**

- The operating expenses were \$14,704 which was about \$1,300 under budget.
 - Note that the Utilities are budgeted for the same amount the entire year. During the summer, they may be higher than budgeted, but the winter costs will even the expense out.

○ **Summary**

- Net income for the year, *after* depreciation and Grant activities is \$31,127

❖ **Operations Report**

❖ **System**

- Installation of a teeter totter and two spring riders has been completed at Two Rivers Park. All playground equipment for the park is now installed.

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- o Bill and Joe helped the IMF with the installation of 2 new pumps at the wet well located outside the Skuce Pavilion.
- o A leak located in front of Shirley French's shop on Mechanic ST in Fall River has been repaired. Due to a drop in water pressure within our system, fire hydrants in the area were flushed, water samples were taken and sent to the lab. Bacti samples came back negative.
- o A leak on HWY 299 located just NE of Fall River Coffee has been repaired. This leak did not require us to drop pressure and therefore did not require us to sample.
- o A leak located on Sierra Center Drive has been repaired. This leak was also able to be repaired without dropping pressure and therefore did not require us to take samples.
- o Bill and Joe went door to door to inform several residents of an upcoming environmental survey that would be taking place on or around their property. This task was met with only a single voice of resistance.
- o Joe escorted Enplan around to several addresses in McArthur to do the environmental survey. This met with 1 more disgruntled resident. This is one more checked box for the state.
- o July drought report has been completed.
- o Fire Hydrants have been flushed, and meters have been read.
- o Water loss for the month was 7% (16 GPM), this is a 5% decrease from last month (19 GPM)
 - o Bacti samples for the month were negative.

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

General Comments:

Unfortunately, recently the Burney community experienced an event which required a "Boiled Water Notice" to their customers. Following this event, I met with our staff to reevaluate our routine procedures and inspections to prevent such an occurrence and our emergency response plan. This requires a multiple phased approach – prevention, treatment as needed, communication with impacted customers, and continuous honest dialogue. Amber has been instrumental in phone communication by researching and implementing an auto-dial voice message system. We have used it successfully during recent water line leak repairs.

We will continue to upgrade our plans and procedures to prevent and prepare for such events. I have a consultant on retainer to address Hazard Analysis of Critical Control Points (HACCP) as we look at exposure-to-contamination points within our system.

I attempted to take a two week vacation in the weeks prior to this meeting. I was able to take 6 days of the 10 planned. Your staff performed during my absence in a diligent and professional manner addressing water leak emergencies along with their daily district-wide routines with minimal input me. I am planning to continue to take earned vacation as circumstances permit.

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 – Jess Gregory, Gregory Engineering, at my request has agreed to provide us with an estimate to prepare a metes and bounds description of the annexation area to satisfy the State Board of Equalization requirements to complete this annexation. With this description we can finalize this annexation as presented and approved by LAFCO. If we do not plan to complete this by early November 2023, we will need

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LAFCO to request an extension from the State Board of Equalization. I await the Gregory estimate and will keep you informed.

Grants:

1. Test Well Project @ Curve Street: UEI AR 6376 – TA Grant – Sac State: Grant Engineer: Randy Marx

The UEI contracting department is working on the contract to drill the well and the first draft should be to Arley Enloe within a few days. Our project is at the top of UEI list per direction from State DFA. I speculate we could begin drilling in October.

2. “Fall River Valley Well Infrastructure Project”: DWR (Department of Water Resources): Grant Manager: Tara George - NO CHANGE

Design is basically on hold until the well is completed. Our 3rd 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. We have received reimbursement for our 1st request.

3. Wastewater System Expansion (McArthur) Project:

The State required supplemental environmental on-the-ground private property surveys to be completed on approx. 50 parcel locations. To not create any conflicts staff prepared an information brochure as to why the survey was needed, telephoned, and visited door-to-door requesting permission to enter their property distributing the brochure. This effort proved successful and allowed the surveys to be done in one day. My staff deserves all the credit for this success as I was minimally involved.

Once Enplan completes their supplemental report at the time it is submitted a representative from Senator Dahle’s office wants to start tracking and pushing the application funding process.

I will be addressing you in Agenized Closed Session on a matter related to this project.

4. Water System Improvement Project: - NO CHANGE

**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.

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

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

Of the 8 Reimbursement Requests we have submitted we have received payment on 5 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)

Andrew Reynolds the lead for RCAC has been working with Pace Bryan Gentiles, Electrical Engineer, to complete the project plan. The conclusion to date to fall within funding limits is to install a permanent generator at the McArthur Well and obtain a

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portable generator for the Golf Course Sub-Division Booster Station. Later it may be possible to make this portable generator permanent. This decision was made with my input to maximize grant utilization. This will require the District to self-fund or obtain grants to install a generator at the office to operate the SCADA hub. Without involving Pace in design, it may be possible to install a natural gas fired generator for approx. \$25K. I have a lead on a \$10K grant that would help with costs.

While we wait for the final 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

Slow progress is being made as more elements have been added to this project. We Zoom meet again on 17 August (tomorrow) to discuss progress.

OLD BUSINESS:

- None
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NEW BUSINESS:

- ❖ Consider participation in the JPIA CTE Program
 - This is a free program offered by JPIA. It is essentially a promise to adhere to best practices to reduce insurance costs and losses.
 - The District can apply for an annual grant.
- Director O'Connor made a motion to participate in the JPIA CTE Program. Director Kunkel seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Kunkel, Hendrix, O'Connor)

- ❖ District Reserve Account
 - ❖ The Policy and Procedure Committee, consisting of Director Hendrix and Director Kunkel need to meet to create a reserve policy for the District.
 - ❖ The Finance Committee, consisting of Director Hendrix and Director O'Connor need to meet after the Policy Committee to create resolution for the reserve amounts to be saved for the year.
 - ❖ Amber Beck will coordinate meetings for the committees.

Regular Meeting Closed at 6:50

Open - Closed Session

Results of Closed Session:

Director Kunkel made a motion to give GM Ray authorization to sign documents for the real estate negotiation on APN 032-050-006-000, make a \$50,000 cash offer with \$500 down, and a 60-day escrow. Director O'Connor seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, O'Connor and Kunkel)

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Regular Meeting adjourned at 6:58

Submitted,

Approved ^{9/13}~~8/16~~ 2023



Cecil D. Ray
Board Secretary and General Manager



Tyler DeWitt
Board President