

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

**June 12, 2024**

**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

Director's absent: Lopez

**VISITORS:** None

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

- A motion was made by Director O'Connor to approve the regular board meeting minutes from 5/15/2024. Director Hendrix seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, 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 3 ayes (DeWitt, Hendrix, O'Connor)

❖ **Chairman's Report**

- None

❖ **Parks Report** (Copied from written report)

○ **Two Rivers Park**

- Plans continue for the Pavilion and Restroom to be constructed by September.
- Waiting for approval from the County to apply for a \$200,000 Grant Advance Loan.
- Pavilion
  - The building permit was submitted to the county, but because of the processing time, the pavilion construction may be delayed until the beginning of August.
  - CoreTen (formerly TRG Excavation) submitted an estimate for the site work to be done for the pavilion. Amber Beck asked Gregory Engineering to create a contract for the work.
    - They have worked with Gregory Engineering in the past and have an excellent reputation.
    - Romtec should have the pavilion ready for delivery sometime in July; to accommodate the building permit delay.
    - Because the District opted into the UPCCAA, any job under \$60,000 can be awarded by contract, without having to go through a bidding process.
      - The contract is being presented to the board tonight for approval.
- Restroom (No change from last month)
  - The restroom is not expected to be delivered until August

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- Site work will be completed closer to the time of delivery
- Two Rivers West
  - Keystone Designs (Gerald Stone) repaired the damaged areas of the park.
  - Coast Counties Construction installed the interpretive signs at Two Rivers West.
    - The Ajumawi and Native Plants signs
- General
  - Scott with Coast Counties Construction installed the two interpretive signs at Two Rivers West.
  - The boundary gate and fence extension (spanning from the gate to the golf course boundary fence) will be installed this week.
    - The remaining boundary will be large rocks, to be placed soon.
- ❖ **Treasurers Report** (Copied from written report)
- **Budget**
  - There was a calculation error in the budget spreadsheet that caused some of the budget deficit for 2024, which has been corrected.
    - I am confident that the Revenue will be much closer for 2025, as it had been in previous years.
    - Average usage was down over 1,000,000 cubic feet and \$33,000 as of May 2024.
      - The average is based off the last 5 years.
      - 2020 and 2021 were VERY high usage years and push the average up.
  - The board can decide to adopt the draft budget tonight, contingent on any major shortfall in June usage.
    - The finance committee (Directors Hendrix and O'Connor) met with me and GM Ray on June 7<sup>th</sup> to review the budget.
- **Revenue**
  - Operating revenue: \$71,262
    - Water: \$49,041 Actual \$53,392 Budget
    - Sewer: \$22,221 Actual \$22,348 Budget
    - Approximately \$4,400 under the budgeted amount.
    - 84% for the year (92% through the Year)
- **Employee Expenses**
  - Total Employee expenses: \$48,981
    - Approximately \$400 under the budgeted amount.
      - 86% for the year (92% through the Year)
- **Operating Expenses**
  - Total operating expenses: \$10,530
    - Approximately \$5,000 under the budgeted amount.
      - 81% for the year (92% through the Year)
- **Total Expense are at 84% for the year**

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○ **Summary**

- Net income for the year, *after* depreciation and Grant activities: \$567,502
  - Net income without grant activity and depreciation: \$245,167

○ **GRANT ACTIVITY**

○ **Reimbursements Requested – May Receive By June 30<sup>th</sup>**

- \$21,146.50 – REQ#9 CA Natural Recourses Agency (Green Infrastructure Grant)
- \$14,366.15 - REQ#5 Sierra NV Conservancy (Stewardship Council Enhancement Grant)
- \$7,822.50 - REQ#2 CA State Parks (Per-Capita Grant)

**Total: \$43,335.15**

○ **Reimbursements Requested – Likely Receive After June 30<sup>th</sup>**

\$66,544.00 – REQ #1 SWRCB – Water Planning Grant (\$29,610 Due to Pace)

○ **Received in May**

\$33,660.50 – REQ #4 Sierra NV Conservancy - Stewardship Council Enhancement (In Operations account )

\$52,897.81 – REQ #2 DWR – McArthur Well Project (Total paid to Pace for AP amount)

\* All Parks grant invoices must be paid to be reimbursed. At this time, Water grants invoices can be held for reimbursement.

❖ **Operations Report** (Copied from written report)

- Joseph and Bill have started the LCRI reporting for the DWR. We are about 10% complete on the project
- Mowing and weed eating has begun at several locations. We have completed the weed control at the ponds, the well and the property located in McArthur.
- Joseph and Bill attended a confined space safety class in Burney.
- All fire extinguishers in the district have been certified for the next year and placed throughout the district.
- The backhoe has new zerk fittings and has been completely greased.
- A couple of our 2" meters located at the Cedarwood apts are failing. We ordered 2 new drop-in tops for these meters. This should provide a more accurate reading in the future.
- The meter located at Kallie McArthur's has been changed. This meter has been reading backwards for a couple of months.
- We received a complaint regarding a sinking meter box located in the alley behind the elementary school. Joe and Bill excavated and raised the box using 4x4 planks, replaced the lid and the touch read sensor.
- The district has received new safety equipment including shirts, raingear, cones, glasses and gloves. With the remainder of the money the utility trucks will be fitted with new LED safety lighting.

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- Fire Hydrants have been flushed, and meters have been read and the drought report is completed for May
- Water loss for the month was 9 GPM/ 8% (7% less than last month)
- Bacti samples for the month were negative.

❖ **Manager Report**

- No report this month

**OLD BUSINESS:**

- None

**NEW BUSINESS:**

- ❖ Consider Awarding Contract to Core Ten for Two Rivers Park Pavilion Site work
  - This job did not have to go out to bid, as it was under the \$60,000 limit of the Uniform Public California Construction Cost Accounting Act that was passed by the District by Ordinance 2024-01.
    - Core Ten is a reputable company, with a good reputation
    - The work is within the budget of the grant
  - Chairman DeWitt made a motion to Award to Core Ten the contract for the pavilion site work at Two Rivers Park. Director Hendrix seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, O'Connor)
- ❖ Consider Adopting Budget for 2024/2025 Fiscal Year
  - The Budget Committee met to review the budget and recommend approval
    - Director O'Connor made a motion to approve the budget for the 2024/2025 Fiscal Year. Director Hendrix seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, O'Connor)
- ❖ Consider Declaring 1997 Ford F350, 1992 Ford Fire Truck and Ford Tractor Surplus
  - The District needs to get rid of some old vehicles that are no longer needed
  - Once declared surplus equipment, the vehicles will be listed for sale by sealed bid.
    - Bids will be opened and considered at the next board meeting
  - Chairman DeWitt made a motion Declaring 1997 Ford F350, 1992 Ford Fire Truck and Ford Tractor Surplus Equipment. Director Hendrix seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, O'Connor)

**Regular Meeting Adjourned at 6:26 PM**

Submitted,



Cecil D. Ray  
Board Secretary and General Manager



Tyler DeWitt  
Board President

## FRVCSD Normal Operating Expenses Pre-Approved Invoices for Fiscal Year 2025

### **PERS Unfunded**

Plan to fund previous years

### **PERS Health**

Health Insurance for employees

### **PERS Employee**

Employee and CSD contributions

### **JPIA D, V, L**

Dental, Vision and Life for employees

### **JPIA Work Comp**

### **IRS**

Payroll Taxes

### **EDD**

Payroll Taxes

### **Frontier**

Phone and Internet

### **Starlink**

Will replace frontier internet when available

### **Pace Analytical/Basic Labs**

Water testing lab

### **PG&E**

Electric and Natural Gas

### **William Rodeski**

Cell phone reimbursement

### **Joseph Huston**

Cell phone reimbursement

### **Cecil Ray**

Stipend

### **Coastal**

Printer Lease

Same amount every month for the fiscal year

Same amount every month unless employees change; subject to insurance rate changes in December

Depends on the number of hours worked by employees and percentage based on PERS

Same amount every month unless employees change; subject to insurance rate changes in December

Billed quarterly, based on payroll reported to JPIA

Dependent on paycheck amounts

Dependent on paycheck amounts

Within a few dollars every month.

Same every month.

Samples are usually the same monthly. Specialty tests may be required per SWRCB requirements

Depends on usage; summer rates are higher

Same every month per policy

Same every month per policy

Same every month per contract

Same every month per contract; additional charge for extra ink usage



Approval Date: 7/17/2024

Board Chairman, Tyler DeWitt