

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

**December 11, 2024**

**CALL TO ORDER:**

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

**ROLL CALL OF DIRECTORS:**

Director's present: Hendrix, O'Connor, Lopez

Director's absent: DeWitt

**VISITORS:** Jason Harper

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

- A motion was made by Director O'Connor to approve the regular board meeting minutes from 11/13/2024. Director Lopez seconded, and the motion passed unanimously with a vote of 3 ayes (Hendrix, O'Connor, Lopez)

**APPROVAL OF INVOICES:**

- Director Lopez 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 (Hendrix, O'Connor, Lopez)

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

❖ Two Rivers Park

- The Green Infrastructure Grant has been amended to end 12/21/2025
  - Trees and shrubs will be planted in the early spring
- Restroom
  - The restroom is in the process of being completed
    - Lee One Construction is working on the walkways and connections to the restroom.
    - There were a couple issues with the restroom, which are waiting to be resolved before payment is submitted
      - The grab bars on each side of the water fountain were missing
        - CXT is shipping these to the District – likely in January
      - There was an outlet missing from the control room
        - Waiting for an updated invoice with a credit for this
- Lee One Construction will be repairing the asphalt in places along the trail, along with completing the walkways to the pavilion.
- The four interpretive signs will be installed after the landscaping in the spring.

❖ Two Rivers West

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- The trailhead is finished
  - A smaller tractor was rented to finish the area with base rock.
- The gate is now closed for the winter

#### ❖ Fall River Lions Park

- Waiting for the electrical panel to be updated and repaired (behind the sign)
  - The District signed off on an estimate provided by Quicksilver Electric
- The water is off, and the restrooms are locked for the winter

#### **Treasurers Report** (Copied from written report)

- Summary
  - The total of all revenue is over the budgeted amount for the year at 44%
  - The total of all Expenses is over by 1% but will likely drop under the budgeted amount in the next couple of months.
- 42% through the fiscal year
- *Revenue*
  - Operating revenue: \$65,264
    - Approximately \$1,400 under the budgeted amount for the month.
    - 46% for the year
  - Total Revenue: \$65,421
    - 44% for the year
- *Employee Expenses*
  - Total Employee expenses: \$48,896 (3 Paydays in November)
    - Approximately \$1,000 under the budgeted amount.
      - 41% for the year
- *Operating Expenses*
  - Total operating expenses: \$14,759
    - About \$17,000 under the budgeted amount.
      - 45% for the year
        - At this point in the fiscal year the percentage is over in operating expenses because of large annual invoices.
          - Audit
          - Interest for USDA annual loan payment
    - Because of the extra *water testing*, this account will be over budget for the year.
- Total Expenses: \$63,655
  - \$18,600 under the budgeted amount
    - 42% for the year

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- The \$16,500 audit expense was budgeted for November, but paid in October, which accounts for the lower expenses.
- Net Income including Depreciation and Grant Activities is \$644,953

#### Operations Report (Copied from written report)

- **System**
- Backflow devices for the fairgrounds have been ordered and will be installed as soon as they arrive.
- Bill and Joseph continue to bring firewood into the shop for the winter weather.
- Joe has completed the groundwork for Amber at Two Rivers trail head at the top of Grand Rapids.
- After flushing and treating the tanks a few times, our test results did come back negative for coliform.
- The state has been notified of the negative coliform test and Bill has completed and submitted the Level 1 assessment that was required by the Water Resource Control Board.
- Joseph and Bill are continuing to flush and treat the system. We want to ensure that we have eliminated all contaminants from the system
- Joseph has written and submitted a grant offered through JPIA for a new pipe locator for the district. This type of equipment will serve the district well for years to come. We will receive notification of award by March 1<sup>st</sup> of 2025.
- The drought report is complete, fire hydrants have been flushed and equipment has been run for the month.
- The water loss for the month was 10 GPM, representing 14%, a 2% increase from last month. This number may be skewed due to high amounts of water loss due to hydrant flushing.
- Bacterial samples for the month returned negative.
- **GOALS FOR NEXT MONTH**
  - Complete backflow install at the fairgrounds
  - Continue to monitor and report on the well site improvement project
  - Load and stack firewood in the shop
  - Take Dodge to Redding for 100k mile maintenance.

#### Manager Report

##### General Comments:

My primary focus has been to make copious modification notes on copies of our scanned historical water distribution drawings to support Pace's design effort to replace 5,000 feet + of the pre 1970 steel water piping and valves. The notes include information I have from personal knowledge, drawings plus photographs of abandonments, line replacements, underwater river crossings, line additions, and how they relate from drawing to drawing. I have had two long in-person meetings with Pace staff engineers in Redding to familiarize not only them with the noted drawings, but how we could best utilize this waterline replacement opportunity within the available funding limits.

##### Continuing Education:

No recent activity.

##### Administrative:

**McArthur Well Improvement Construction Inspections** – Our staff support to reduce costs for this effort successfully continues.

##### Bridge Loans

- Golden State Natural Resources – Continue to communicate with GSNR to maintain our good relationship for additional loans in the future.

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- RCAC – After reviewing our cash flow needs for the McArthur Well Improvement Project with Amber we have decided to close our application for another bridge loan from them. If we should need future funding, we can open a new application.

#### Grants:

1. **Test Well Project @ Curve Street: UEI AR 6376 – TA Grant – Sac State: Grant Engineer: Randy Marx**
  - **Delays continue.**
  - During my last 26 November Zoom meeting on this project the revised Workplan modifying the budget and extending the grant timeline was signed. UEI must modify contracts for the consultants and the driller. The Driller contract has priority and should be executed by the end of December.
  - The driller, Arley Enloe, is ready to immediately mobilize and could be drilling in January.
  - Once the drilling, flow testing and quality testing are successfully completed we will need to apply for a revision to our operating permit with DDW. We have been provided with a revision application via Mike Burgess, our DDW Inspector.
2. **“Fall River Valley Well Infrastructure Project”: DWR (Department of Water Resources): Grant Manager: Tara George; Alica Helfrick – will be a temporary replacement for Tara during her maturity leave period.**
  - I am in communication with Pace Engineers with the preliminary planning and design effort.
  - Although specific design cannot be done until the new well is drilled, and testing for water quantity and quality has been completed Pace has been in communication with hydrogeologist Bonnie Lampley and have been provided guidance as to expected well production quantity. With this information preliminary design efforts continue.
  - I met with Paul Reuter and Paige Cibart at Pace in Redding on Monday 16 December to discuss overall design, pump type possibilities, electrical controls, SCADA interface and general site layout.
  - Although we have received a time extension, we will have to be aggressive to complete all the improvements by the end of 2025.
3. **Wastewater System Expansion (McArthur) Project:**  
**Cheng Vue – SWRCB – DFA – Project Manager; Jame Garcia – Cheng Vue Supervisor**
  - Continue to communicate with Project Manager, Cheng Vue, which has included updating some of our financials from when we initiated this application.
  - Cheng has informed us his goal is to have a funding agreement in late January or February 2025.
4. **Water System Improvement Project: -**  
**Project has now been moved to Small Community Drinking Water Unit**  
**New Project Manager: Francine Fua**  
**\$2,016,000 Planning and Design Grant**
  - Jen Collins, Pace Engineering, has been assigned as the Lead Engineer on this project.
  - The project is moving forward with on-ground surveys, and initial design efforts.
  - I am meeting in Redding with Keith Krantz, Pace Civil Engineer, tomorrow as we get into details of existing infrastructure and future improvement design.

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- I have met with Keith Krantz and Marius van Zyl, Pace Engineers, currently focusing on the pipeline replacement portion of this project design on 14 November and 9 December at their Redding office. These meetings require lengthy discussion of replacement priority needs, combining past multiple improvement projects by different engineers, hand written internal notes of modifications, and combining all these into one design document with the goal of having a district-wide up to date plan set where all known infrastructure is current.

#### **5. McArthur Well – “Well No. 1 Improvements”: DWR, Grant Manager, Meghan Burkhart with AnnMarie Ore as her direct Supervisor**

- The Variable Speed Electrical Drive is in the final stages of submittal approval. The assembly of this VFD will be the primary critical path project element. It needs to be installed before the pump can be replaced out.
- The replacement pump has been delivered to a subcontractor in Chico.
- The plan currently is to change out the pump in March per Devin – MDS.
- The prime contractor poured the concrete foundations for the Standby generator, VFD, and pump pedestal on Friday, 6 December.

#### **Backup Generator Funding Program: RCAC Grant Lead Person: Andrew Reynolds**

- Deliverable delivery date is unknown.

#### **Land Purchase from Maher under Option to Purchase**

- Pace continues to work on legal descriptions and plat maps for review to complete existing ingress/egress easement modifications with the US Department of Agriculture and Mr. Maher.
- These easements are within the Maher/USDA Conservation agreement and can be completed prior to any purchase date.

#### **6. Pine Grove Mobile Home Park: UEI AR 6644 – TA Grant – Sac State: Grant Engineer: Randy Marx**

- On 21 November Zoom meeting the 50% project design was discussed with comments to be considered as design finalizes.
- An application for construction funding will be in the next phase of this planning grant once the design is complete. The potential funding date is unknown.

#### **Projects:**

##### **1. Pit River Bridge – Easement Negotiations with Shasta County**

- I have had communication with John Heath, Shasta County, Deputy Director Public Works as to status of the County’s Block Grant funding application. Mid November he had nothing to report and stated he would let me know when funding has been committed.

##### **2. Blueprints/Record Plans/Documents:**

- Gerald Stone continues to make diligent progress on this huge project which we estimate to be 99% complete.

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- I have task Gerald to prepare a preliminary site development plan for the proposed McArthur Lift Station site purchased property such that any visions for the property can be included in the sewer grant CEQA such that it will not have to be redone if warehouse, office, parking, aggregate storage, and etc. is ever built upon the property.
- Although Pace has some of these drawings/records once this project is complete the full record will be shared with them for their archival records to use in on-going and future design efforts.

**OLD BUSINESS:**

- None

**NEW BUSINESS:**

- ❖ Consider Appointment of New Board Member
  - Directors Hendrix and O'Connor met and discussed the board application from Jason Harper and believe he is a good candidate.
  - Director Hendrix made a motion to appoint Jason Harper to the vacant Board of Directors seat. Director O'Connor seconded, and the motion passed unanimously with a vote of 3 ayes (Hendrix, O'Connor, Lopez)


**Open Closed Session at 6:25**

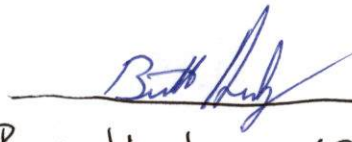
**Return From Closed Session**

- ❖ Employee Matters – GM Evaluation
  - The board spoke with Employee William Rodeski to get an update on training/transition for the GM position.

**Regular Meeting Adjourned at 7:00**

Submitted,

  
Cecil D. Ray  
Board Secretary and General Manager

  
Brett Hendrix, VP

Dec '24