

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

January 15, 2025

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, Harper, Lopez

Director's absent: DeWitt and O'Connor

VISITORS: None

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- A motion was made by Director Lopez to approve the regular board meeting minutes from 12/11/2024 and special meeting minutes from 12/17/2024. Director Harper seconded, and the motion passed unanimously with a vote of 3 ayes (Hendrix, Harper, Lopez)

APPROVAL OF INVOICES:

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

Parks Report (Copied from written report)

- Two Rivers Park
 - Joseph and Bill have placed straw wattles (long rolls of straw) for erosion control along the west side of the park, along with covering the existing pile of soil.
 - McEntire Landscaping placed the topsoil before the weather turned, and this will contain any runoff that may occur because of the rain and snow.
 - CXT
 - We hope to have a revised invoice for the restroom by the time of the board meeting.
 - CXT is adjusting the original invoice because they put an outlet in the restroom, which we did not want.
 - The ADA handrails for the sides of the drinking fountain were not delivered with the restroom.
 - They were delivered on 1/6/25 and will be installed by Lee One construction in the spring.
 - Electrical
 - PG&E required the district to install our own power pole adjacent to the existing pole.
 - Excel Electric performed the work in 5 hours and did a great job. They also covered and disconnected the outlet that was installed in the restroom by mistake.
 - The power will be hooked up by PG&E soon.

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❖ Fall River Lions Park

- The voltage regulator on the new zero turn mower at the Lions Park has been recalled.
 - Tom Martin will take it to Pape sometime this winter to have it replaced.

❖ Reimbursement Requests

- Green Infrastructure Grant: Request #11 Emailed on 1/7/25 \$26,420.00
- Stewardship Enhancement Grant: Request #9 Emailed on 1/3/25 \$41,043.26
- Per Capita Grant: #5 Pending updated CXT Restroom Invoice, will be approximately \$129,000 and will close out the grant. Because of the way the match works, we will still have approximately \$13,000 remaining to spend on the apron and approaches to the restroom. The estimate from the contractor is an additional \$12,260 to finish the project – Which includes approaches to the pavilion and other work covered by the Enhancement Grant.

Treasurers Report (Copied from written report)

○ **Summary**

- The final audit is complete, and copies are available for the board members.
- Total revenue is over the budgeted amount for the year at 51%
- Total Expenses are right on budget at 50%
- The District is where it should be halfway through the fiscal year, and we have been adding to the Reserves every month as budgeted.
 - The Capital Reserve account balance is \$501,496 as of December 31st, \$200,000 of which is the Parks grant loan.
 - Once the Wastewater Construction Grant begins, we can apply for a reimbursement of approximately \$175,000 that will go directly into the reserve account.

○ **50% through the fiscal year**

○ **Revenue**

- Operating revenue: \$65,617
 - Approximately \$1,000 over the budgeted amount for the month.
 - 53% for the year
- Total Revenue: \$65,803
 - 51% for the year

○ **Employee Expenses**

- Total Employee expenses: \$34,586
- Approximately \$1,400 under the budgeted amount.
 - 49% for the year

○ **Operating Expenses**

- Total operating expenses: \$18,431
 - About \$6,000 under the budgeted amount.
 - 52% for the year

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- **Total Expenses: \$53,016**
 - \$7,500 under the budgeted amount
 - 50% for the year
- Net Income including Depreciation and Grant Activities is \$697,887. Without the grants included it is \$21,141

Operations Report (Copied from written report)

- We are experiencing some more manhole blockage issues at the elementary school. We have been called to deal with this at least 2 times since our last meeting. We were convinced that this issue was somewhat resolved when we repaired the crevice and aggregate issue back in 2021. This is something we will have to keep a close eye on in the future and may need to revisit in the spring
- Bill and Joseph took the Dodge to Crown Motors in Redding to be serviced. This service included a 100k mile maintenance as well as an oil leak repair and a transmission cooling valve replacement. While in Redding, we took the Ford to Anderson to pick up waddles for water runoff prevention at Two Rivers Park. Those waddles and top-soil tarps were placed at the park.
- Bill and Joe assisted Ben Babcock from the fairgrounds in identifying and repairing a leak located on the downstream side of their 2" meter located across from Ingram Hall.
- Lovejoy couplers at the booster station have been replaced. We have a tentative plan in place to get with Ron Shannon and address the pump leveling issues that we believe are causing these couplers to fail at a faster rate than industry norm.
- While doing routine generator motor tests at the Bridge St lift station, Bill and Joseph noticed an issue with the transfer switch not transferring back to PG&E power after its run cycle. Mark Thomas of Quicksilver Elec was contacted to come and diagnose what may have caused the anomaly. With no obvious answer to the issue, he suggested we exercise the timer offset on occasion to ensure that it's functioning properly
- Bill attended a CRWA class in Cottonwood on grant funding process. This was a good opportunity to network and gain valuable knowledge.
- 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 11 GPM, representing 15%, a 1% increase from last month. This number may be skewed due to an offset of meter reading dates
 - Bacterial samples for the month returned negative.
- **GOALS FOR NEXT MONTH**
 - Joe is studying for his Wastewater 2 exam. Bill is continuing his Project Management training course
 - Complete and submit the annual surface water report to the SWRCB
 - Meter, box and lid replacement

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Manager Report

General Comments:

Drilling of the #2 “Test” (Production) Well off Burney St. near the Fall River Mills Elementary School will be commencing today. Enloe Drilling and Pump (Arley Enloe) has all equipment staged to commence. Estimated time to completion 3-4 weeks.

Wastewater System Expansion Grant – We have been informed application is processing, and we should be receiving funding agreement estimated to be second quarter 2025. The on-ground design effort will be challenging to complete prior to winter weather.

Continuing Education:

- Joseph Huston is taking a remote class for water certificate upgrade.

Administrative:

- **McArthur Well Improvement Construction Inspections** – Construction has stopped at the site until all material is available to proceed. I have been informed the new pump has been delivered to the sub-contractor.

Bridge Loans

- Once the WW Expansion Project is funded the District will be facing the challenge of cashflow funding during the project construction phase. This will require some early planning for a solution.

Grants:

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

- Arley Enloe finally received a contractor for Well #2 last week. He immediately finished move-in of this equipment.
- Packway Materials expanded gravel for drilling pad last Monday.
- Kip Lybarger had previously staked location for #2 Well.
- CSD staff have provided meter and hoses to the site for drilling water.
- Once the drilling, flow testing and quality testing are successfully completed in about 3-4 weeks depending on the weather 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.

- To meet funding deadlines for completion of construction preliminary design efforts continue with assumptions quality will be good and capacity at 250 GPM+/- . This is a daily communication effort with Pace Engineer lead by Paige Cibart.
- 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

- Per Cheng Vue the Financial Package of our application has been reviewed and accepted. He is now reviewing the last details for the Technical Package.

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- Cheng has informed us his updated goal is to have a funding agreement in the second quarter 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.
- Once Keith Krantz, Pace Civil Engineer, returns from vacation he and Marius van Zyl will continue with the detailing the water infrastructure and future improvement design.
- We will continue to support that effort as required.

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

- No contractor on-site activity since 6 December 2024 concrete pour for the Standby generator, VFD, and pump pedestal.
- 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 **Backup Generator Funding Program: RCAC Grant Lead Person: Andrew Reynolds**
 - Deliverable delivery date is unknown.

Land Purchase from Maher under Option to Purchase

- No major updates since last month’s notes below.
- 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

- Project continues.
- 50% of the project design and final Project Tech Memo needs to be completed with previous comment input.
- Construction funding application has been initiated in combination with Pace Engineering and UEI.
- Next Project Zoom meeting scheduled 23 January 2025

Projects:

1. Pit River Bridge – Easement Negotiations with Shasta County

- a. No communication from John. I need to reach out.

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- 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 99.5% complete.
- I have task Gerald to prepare some shop drawings for improvements to the McArthur Well Pumphouse insulation, vent openings, structural blocking, and siding prior to MDS returning to install pump and electrical upgrades.
- 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 Resolution 2025-01 Water System Improvements Grant Authorizing Resolution
 - Required to apply for the construction portion of the Water System Improvements
 - Director Hendrix made a motion to approve Resolution 2025-01. Director Lopez seconded, and the motion passed unanimously with a vote of 3 ayes (Hendrix, Harper, Lopez)
- ❖ Consider Resolution 2025-02 Update to On-Call Policy
 - The policy has not been updated since 2018. The cost of everything, including wages has increased significantly in the 7 years since.
 - The only changes:
 - Weekly rate from \$200 to \$300
 - Monthly phone reimbursement from \$35 to \$50
 - Director Hendrix made a motion to approve Resolution 2025-02. Director Lopez seconded, and the motion passed unanimously with a vote of 3 ayes (Hendrix, Harper, Lopez)

No need for a closed session

Regular Meeting Adjourned at 6:26

Submitted,


Cecil D. Ray
Board Secretary and General Manager


Brett Hendrix
Board Vice President