

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

**April 16, 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, O'Connor

Director's absent: DeWitt

**VISITORS:** Elizabeth East, Desirae Knaup

**PUBLIC COMMENT:** None

**COMMUNICATIONS:** Director Lopez is resigning effective May 15, 2025

**APPROVAL OF MINUTES:**

- A motion was made by Director Lopez to approve the regular board meeting minutes from 3/12/25. Director O'Connor seconded, and the motion passed unanimously with a vote of 4 ayes ( Hendrix, Harper, Lopez, O'Connor)

**APPROVAL OF INVOICES:**

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

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

- General
  - Annual Monitoring Scheduled
    - Shasta Land Trust, who holds the conservation easement for Two Rivers Park will come to conduct an annual inspection on May 1<sup>st</sup> at 9AM. If a board member would like to attend, you are welcome to join us.
- Two Rivers Park
  - No construction is scheduled until spring, due to the weather
  - Received from Tree Top Products:
    - For the Pavilion:
      - 5 regular 6' picnic tables
      - One 6' ADA picnic table
    - For Two Rivers West and Main Park:

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- Two Large message boards (kiosks) made of Barco Board.
- The kiosks will be inground installation as opposed to the photo above.
- PG&E Use Agreement
  - The decomposed granite portion of the trail is used under an agreement with PG&E. Over the years we have spoken to them about getting a permanent easement or some other type of agreement so we can pave that portion. Recent talks with Zak, the PG&E land manager for this portion of California, have opened the possibility of paving it this summer under our current agreement.
  - The stewardship enhancement grant that was due to end in September of this year can now be extended until September of 2026. After speaking to the grant manager and giving her background about our efforts in trying to accomplish this task for many years, it appears that they will cover the cost of asphalt.
  - Zak is reviewing the most recent plans for the Pit River to determine if there are conflicts.
- ❖ Two Rivers West
  - Opened the gate on April 11th
    - May leave the gate open and see if we have any issues.
    - The park is more secure this season, with the boulders/fencing/gate between the upper trail area and church property.

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

- **Summary**
  - **We are 75% through the fiscal year**
  - Total revenue is around the budgeted amount for the year at 74%
    - This should be at or above the budgeted amount in May, as the second large tax revenue deposit will post.
  - Total Expenses are just under budget at 71%
- **Revenue**
  - Operating revenue: \$64,805
    - Approximately \$200 under the budgeted amount for the month.
    - 75% for the year
  - Total Revenue: \$65,112
    - 74% for the year

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○ ***Employee Expenses***

- Total Employee expenses: \$36,825
- Approximately \$900 over the budgeted amount
  - 72% for the year

○ ***Operating Expenses***

- Total operating expenses: \$17,771
  - About \$1,100 under the budgeted amount.
    - 70% for the year

○ **Total Expenses: \$54,596**

- About \$1,500 under the budgeted amount
  - 71% for the year

- Net Income including Depreciation and Grant Activities is \$1,218,883. Without the grants included it is \$198,183

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

- In a combined effort with the maintenance team at the FRJUSD, Joe, and Bill were able to fix the blockage issue with the manhole at the elementary school. We were able to grind out the aggregate, causing the blockage. We then laid down some epoxy to smooth out the surface area. The area has been routinely checked and seems to be working.
- Bill and Joe installed a pressure transmitter on the discharge side of the water line at the booster station. This is in preparation for Ed Dobos' arrival in early May to upgrade the booster station to SCADA
- The EAR (Electronic Annual Report) has been completed and sent to the state.
- Two DCVA (Double Check Valve Assembly) units have been installed at the fairgrounds
- The picnic tables for Two Rivers Park have been delivered and will be installed at the next available time slot
- The generator for the Well improvement project has been delivered.
- 1 meter has been replaced this month.
- 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 7 GPM, representing 11%, a 12% decrease from last month.
- Bacti samples for the month were negative
- GOALS FOR NEXT MONTH
  - Start backflow testing
  - Build picnic tables for the park
  - Water Expo 2025
  - Start inventory
  - Booster station upgrade

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## **FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT**

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

##### **General Comments:**

The SWRCB – Division of Financial Assistance (DFA) team continues to process our Wastewater System Expansion and Water Improvement Construction Grant application. We along with Pace have been responding to some clarifying questions as they are asked. It is possible we will have an agreement to sign in a month.

##### **Continuing Education:**

##### **Administrative**

##### **Bridge Loans**

- No activity

##### **Grants:**

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

- The water quality test results from Test Well #2 did not meet the DDW requirements. To use this well we would require a waiver from the State.
- To confirm these results and that the well was fully developed a second test pump was done by Arley Enloe on 8 April for 6 hours with Lawrence and Associates directing and testing including water sampling.
- Field testing observed no significant improvement.
- Next Project Zoom meeting 22 April 2025 to discuss results and project path forward/conclusion.

#### **2. “Fall River Valley Well Infrastructure Project”: DWR (Department of Water Resources): Grant Manager: Tara George; Alena Misaghi – Tara’s Supervisor**

- a. With the above information as to water quality an alternate plan was initiated. During a 1 April 2025 Zoom meeting with Tara George, Alena Misaghi, Paul Reuter, Paige Cibart, and me to discuss well water quality status and options it was suggested by Misaghi we immediately prepare a grant increase/modification request. On 4 April, the suggested request was prepared and sent to DWR (Tara) for funding to drill a well at the McArthur Well Site and extend the grant until December 2026. You were previously emailed this request package for your information. This request has been reviewed by Misaghi and is being reviewed at the next level. No request for additional information has been received.
- Design efforts at the FRM location have ceased.
- Land & Easement Acquisitions
  - Until a final plan has been determined I have ceased all efforts for acquisitions at this time.

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

##### **Cheng Vue – SWRCB – DFA – Project Manager; Jame Garcia – Cheng Vue Supervisor**

- Cheng Vue has informed us his goal is to have a funding agreement signed in the second quarter of 2025.
- We continue to answer all of Cheng’s detailed questions to complete an agreement.

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**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**

- Keith Krantz, Pace Engineering, is working on design elements and your staff will be meeting with Keith this Friday for an on-the-ground plan review as the design work continues.

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

- The pump replacement is scheduled for Fall when our water needs are minimal, and we can take the existing pump out of service.

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

- The Generator was delivered and secured to its foundation 18 March 2025. No electrical connection work was done.

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

- Pace survey staff continue to work and communicate with USDA on legal descriptions and plat maps for their review to complete existing ingress/egress easement modifications with the US Department of Agriculture and Mr. Maher. Effort is progressing.
- These easements are within the Maher/USDA Conservation agreement and are planned to be completed by August 2025.

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

- Next Friday Keith Krantz, Pace Engineering, your staff and Niel Howard will meet Keith on-site to review 90% Plans for this project which will be a portion of the construction funding application.
- Per your previous approval the CSD will be the lead agency should this project be construction funded, moved into final Pace Engineering 100% design and successful bidder construction.
- Next Project Zoom meeting scheduled for tomorrow 17 April 2025.

**Projects:**

➤ **McArthur Well Pump House – Rehab**

- This project is to complete as many improvements as possible which were not possible within the “Well #1 Improvement” contract due to the bids higher than available funding. Utilizing our ARPA (Covid Relief Grant) and CSD funds we are making as many improvements as possible with available funds as outlined in bullets below using local contractors. This work is to be completed before MDS contractor returns to site to complete their contract.
- Improvement Drawings
  - Keystone Design (Gerald Stone) structural plans are at 80%.

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- Planned Improvements
  - Framing
    - Modify wall framing for all MDS bid substructure needed to support electrical upgrades.
    - Replace all rotten roof framing with new as required.
    - Install new plywood exterior sheathing (none existing) and renew rotten interior plywood ceiling sheathing.
    - Replace all metal siding and roofing including wrapping all eaves in metal.
    - Replace all insulation in walls and ceiling.
  - Installed new BARD HVAC unit on side of building.
  - Install a new exhaust fan for propane engine manual operation.
  - Install a new hatch cover on the roof over well head for pump maintenance.
  - McArthur Well IH Standby Engine Rehab
    - Complete engine cooling heat exchanger plumbing
    - Complete exhaust fan wiring

**1. Blueprints/Record Plans/Documents:**

- The Office Operation Assistant continues to sort unorganized archived files for reorganizing, scan, shred as appropriate, physically, and electronically file along with helping complete annual inventory under my direction.

**OLD BUSINESS:**

- None

**NEW BUSINESS:**

- ❖ Consider COLA for FYE 2026
  - The Financial Committee reviewed the options, along with what other Districts and the Government are implementing.
    - They recommend a 2.75% increase
    - Director Lopez confirmed with the Treasurer (Amber Beck) that the District could afford this increase.
- Director Lopez made a motion to approve the recommended 2.75% increase in COLA for 2026. Director Harper seconded, and the motion passed unanimously with a vote of 4 ayes (Hendrix, Harper, Lopez, O'Connor)

**Regular Meeting Adjourned at 6:27**

Submitted,

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Cecil D. Ray  
Board Secretary and General Manager

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Brett Hendrix  
Board Vice President

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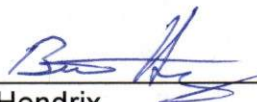
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Cecil D. Ray  
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