

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

**July 17, 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, Ontano, O'Connor

Director's absent: Harper

**VISITORS:** None

**PUBLIC COMMENT:** None

**COMMUNICATIONS:** None

**APPROVAL OF MINUTES:**

- A motion was made by Director O'Connor to approve the regular board meeting minutes from 6/11/25 and the amendment to the 5/14/25 minutes. Director Ontano seconded, and the motion passed unanimously with a vote of 3 ayes ( Hendrix, Ontano, O'Connor)

**APPROVAL OF INVOICES:**

- Director Ontano 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, Ontano, O'Connor)

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

**Two Rivers Park**

- The pavilion and restrooms are now completed.
  - Gerald Stone is nearly finished assembling the picnic tables for the pavilion.
- Pathways and asphalt repairs have been completed.
- Final landscaping has begun and is expected to be finished by the end of July.
- I am in contact with Billy Reed to schedule rock accents around the pavilion pillars.
- The DG (decomposed granite) trail section is still under consideration.
  - Alternatives other than asphalt are being evaluated due to maintenance concerns and cost.
  - I am still waiting to hear from Shasta county regarding moving the easement off the trail.
    - The new bridge construction plans have a portion of the trail in the easement
- A map and brochure are nearly complete to add to the kiosks.
  - There will be a kiosk at Two Rivers Park parking area and Two Rivers West trailhead
    - Kiosks will be installed by the end of July
- Planning on an official opening sometime in August.

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#### **Lions Park – Fall River Valley Community Park**

- New park sign design – Please review and give feedback
- Gerald Stone is mowing and doing general park maintenance.
  - Replacing irrigation heads and addressing non-functioning areas in the irrigation system.
- Restroom Issues:
  - Increased misuse reported.
    - Gerald is now locking the restrooms at night.
  - Addressing maintenance and vandalism:
    - Ordering new hand dryers, soap dispensers, and locking toilet paper holders.
    - Moving away from:
      - Loose soap bottles to installed dispensers.
      - Paper towels to electric hand dryers to reduce waste and eliminate the need for trash cans.
      - Unsecured toilet paper to locking dispensers with higher capacity to prevent theft.

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

- **Summary**
  - **We are 100% through the fiscal year**
  - June was the end of the fiscal year
    - Final annual totals will not be accurate until at least next month.
  - Total revenue is just above budgeted amount for the year at 103%
  - Total Expenses are under budget at 96%
- **Revenue**
  - Operating revenue: \$95,504
    - \$7,368 over the budgeted amount for the month.
    - 102% for the year
  - Total Revenue: \$96,381
    - 103% for the year
- **Employee Expenses**
  - Total Employee expenses: \$40,190
  - Approximately \$4,000 over the budgeted amount
    - The operators had a lot of overtime due to SCADA issues
    - 100% for the year
- **Operating Expenses**

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- Total operating expenses: \$20,038
  - About \$4,159 over the budgeted amount.
    - 89% for the year
- **Total Expenses: \$60,228**
  - About \$8,000 over the budgeted amount
    - 96% for the year
- Net Income including Depreciation and Grant Activities is \$1,427,242. Without the grants and depreciation included it is \$286,590. These numbers will change when final adjusting entries are complete, including actual depreciation expense.

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

- FRVCSD hosted a CRWA wastewater math class with operators from our water district, as well as the Burney Water District, in attendance.
- Our Cross Connection Control Survey has been completed. This was the final step necessary to finish our Cross Connection Control Plan, which has now been submitted to the state for review
- The Consumer Confidence Report (CCR) is completed
- Jeremy Sadler from JPIA, our insurance company, came by for a site visit. Overall, he seemed very pleased with the district's compliance with safety and awareness. He provided information on upcoming scholarships for management, as well as individual employee safety awards with a cash value of up to \$500, which would be directly awarded to the employee.
- We had a site visit from Melissa Buciak (State Resources Control Board), who is our wastewater regulator. We gave her a tour of our ponds, the headworks, and she let us know she was pleased with the operations of our district. She will be checking in from time to time during the upgrade to our wastewater system
- Joe attended backflow training and testing in Sacramento last month. We are happy to announce that he has passed his backflow test. CONGRATULATIONS JOSEPH!!
- SCADA issues have finally been put to rest. After another few hours on the phone with Ed Dobos from DFS, Bill and Ed have reconfigured the system to lessen its call frequency and increase its requirements to initiate an alarm. This seems to have stopped all of the unnecessary SCADA calls and hasn't had any adverse effect on the operation of the system
- Joseph began mowing at the ponds.
- Bill and Joseph spent a half-day at the fairgrounds with the vac-trailer, helping expose a leak

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- The well-building upgrade project has been completed.
- The drought report is complete, fire hydrants have been flushed, and equipment has been run for the month.
- The monthly water loss is 9 GPM, representing a 1% decrease from last month
- Bacterial samples for the month (June) were positive
  
- **GOALS FOR NEXT MONTH**
  - Continue backflow testing
  - Weed eating and facility maintenance
  - WW2 Joseph Huston
  - Ground wires on SCADA boxes

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

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

Joseph Huston attended several days of training/instruction out-of-town on backflow prevention, successfully completed testing, and now holds a Backflow Assembly Tester certificate.

##### **Administrative**

- Today, 16 July, in coordination through University Enterprises Inc. (UEI) Jason Headington and Aparjeet Rangi with SWRCB Division of Financial Assistance (DFA) plan/have attended a site visit to the Pine Grove Mobile Home Park water expansion project site and the FRM Test Well(s) site near FR Elementary School. Other planned attendees are: Michael Burgess, (our) State Water Regulator; Keith Krantz, PACE Engineering, PGMHP Lead Design Engineer, and CSD Operations Staff.
- Furthermore, a few attendees plan to stay for the Board meeting and want to meet the Board. A warm welcome would be in order.

##### **Bridge Loans**

- An initial search has begun for loans needed for the WW Expansion Project. The draft cashflow projection shows a need for approx. \$3.2M - \$4.2M in financing to cover the 120 day gaps the will occur between receipt of contractor invoices and receipt of reimbursement funds from SWRCB.
- Currently these financing costs (fees and interest) are not reimbursable. We will continue to pursue alternatives.

##### **Grants:**

1. **Test Well Project @ Curve Street: UEI AR 6376 – TA Grant – Sac State: Grant Engineer: Randy Marx**
  - Although we will not be able to use these wells presently, they will be a potential major asset for the community in the future.
  - Bonnie Lampley with Lawrence and Associates has prepared her DRAFT report for the project including all quantity and quality results for not only the funding agency, but for the district archives should future funding become available for installing water treatment as an element within a well infrastructure project. She will complete her final report after including all the

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comments she received regarding the draft document. This FINAL should be received by the end of July.

- I have met with the FRJUSD Superintendent to secure the land for future use. I will discuss with you the results of this meeting, our potential options, and seek some guidance as to how you wish me to proceed in a Closed Session tonight.
- Next Project Zoom meeting on 11 August 2025 to discuss project path forward/conclusion.

#### 2. “McArthur Well #2” – (Internal reference Name)

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

- a. Per our previously reported request for a funding increase to drill another well at a location near the McArthur Well #1 we were successful with a grant increase from those efforts from \$1,298,200 to \$1,644,000 for a \$345,880 increase in funding. As previously approved, \$50,000 of district funds will be used on this project.
  - Design efforts at the **FRM location** have ceased.
  - This “new” Project will be referred to in the future as **McArthur Well #2.**
  - Design efforts at the McArthur location are proceeding with design additive funding support from our Water System Improvement Grant which had included a well design at this location. Design will be at 50% next week.
  - Following “Emergency Resolution” adoption last month we have negotiated a drilling contract for the well. Conceivably drilling could commence within one month.
  - Separately infrastructure in and about the well will be packaged, advertised, and bid.

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

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

- Pace Engineering has begun assembling a Design Team. Nicole Harris will be the Project Manager and Principal-in-Charge. Keith Krantz will be leading the design team.
- PACE Engineers have been on-site contacting and performing preliminary site layouts on each home and business for the last couple of weeks.
- Communications with PACE have been rapid as we develop internal and external project budgets, strategies to keep customers informed, and assignment/timelines for project tasks that both PACE and the CSD will perform.

#### 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, continues working on design elements of this project.
- Since this planning project included drilling a second well near the McArthur Well #1 Paige Cibart at Pace has been focusing on designing the **McArthur Well #2 Infrastructure** using a portion of these design funds.

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**5. McArthur Well – “Well No. 1 Improvements”: DWR, Grant Manager, Meghan Burkhardt (Marisol Reynoso and Craig Cross are filling in for Meghan) with AnnMarie Ore as her direct Supervisor**

- The pump replacement is scheduled for 1 November when our water needs are minimal, and we can take the existing pump out of service.
- VFD Drive has been delivered to electrical sub-contractor.
- No change since last month.

**Backup Generator Funding Program: RCAC Grant Lead Person: Andrew Reynolds has been changed to Mark Cubbon**

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

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

- As part of the ongoing process an Easement Deed for ingress/egress across the southern boundary of CSD existing McArthur Well #1 property has been executed and recorded. This is part of the process 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 are planned to be completed by late 2025.

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

- Keith Krantz, Pace Engineering, and UEI staff have uploaded all Construction Application documents to the State’s FFAST site where all applications are received. It is now in the queue for funding consideration.
- Site visitation was conducted today by DFA representatives, design engineer Krantz and others.
- The efforts of Neil Howard, PGMHP owner, and Cyanna Iniquez, Pace Engineering, reaching out to landowners in the project area to obtain Letters of Intent to connect to the water system/project were successful in convincing almost all the project was worthy of their support to have quality drink water in the future.
- 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 is scheduled for tomorrow 17 July 2025

**Projects:**

➤ **McArthur Well Pump House – Rehab**

- ❖ **Project Construction began Monday 2 June with local contractor Mike Ryken and crew with Gerald Stone guiding/inspecting the work.**
- ❖ As outlined below, the building has been stripped to the studs only saving the interior sheathing, exterior electrical meter and panels removed, substrate refitted with new insulation, sheathing, and metal siding, electrical fully restored and operational. Building walls have been fully insulated, sheathed, and 100% metal sided. New eyebrow over doors installed. Roof rafters were replaced as needed, and roof sheathed.
- ❖ **This portion of work was completed on 24 June 2025.**
- ❖ **Balance of rehab not completed noted below with estimated schedule.**

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- ❖ 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 100%.
  - **As-Built record drawing needs to be completed.**
- ❖ 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 (nonexistent) 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.
    - **BARD unit delivery is long. Estimated 16-18 weeks.**
  - Install a new exhaust fan for propane engine manual operation.
    - **Still seeking vendor source.**
  - Install a new hatch cover on the roof over well head for pump maintenance. Completed.
  - McArthur Well IH Standby Engine Rehab
    - Completion estimated end 2025.
    - Complete engine cooling heat exchanger plumbing
    - Complete exhaust fan wiring
- ❖ **Project completion date December 2025.**

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

- a. **No change since last month. No communication with Shasta County in last month.**
- b. John Heath, Shasta County, Deputy Director Public Works informed me this project has been funded within the Community Development Block Grant Mitigation Program (CDBG-MIT) which the county received.
- c. Our waterline portion of the grant is \$1.2M.
- d. John Everett, P.E., Shasta County Associate Engineer, has been assigned as the lead engineer in the project.
- e. 13 May 2025 Bill Rodeski, Joe Huston, Amber Beck and I met with John Everett, and Brandon Magby, Shasta County Right of Way Agent, Keith Krantz, Pace Engineering, at our office to discuss the waterline project, how the bridge approaches will impact our Two Rivers Park entry path, water requirements to the Park, and the planned construction timeline.
- f. The vision is for the County to award one contract to build the bridge and install the waterline.
- g. The waterline design and yet to be determined scope of construction administration will be done by a consulting engineer selected by the County via a funding required selection process.
- h. Timeline: Complete design, right of way acquisition and bidding – 2026; Construction – 2027.

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**OLD BUSINESS:**

- None

**NEW BUSINESS:**

- Consider Pre-Approved Invoices for 2026 FYE
  - These are invoices that need to be paid monthly as general operating expenses.
  - ❖ *Director O'Connor made a motion to accept the Pre-Approved Invoices for the 2026 FYE. Director Ontano seconded, and the motion passed unanimously with a vote of 3 ayes ( Hendrix, Ontano, O'Connor)*
- Nomination of new Board Officers for 2026 FYE
  - ❖ This is being tabled until next month
- Consider Applications/Appointment for New Director
  - Donna Hamilton has applied for the position left vacant by Tyler DeWitt
    - Donna is an excellent candidate, and the VP Branch Manager at Plumas Bank.
  - *Director Ontano made a motion to appoint Donna Hamilton to the Fall River Valley CSD Board of Directors. Director O'Connor seconded, and the motion passed unanimously with a vote of 3 ayes ( Hendrix, Ontano, O'Connor)*

**Regular Meeting Adjourned at 6:43**

**Results of Closed Session:**

- The Board gave the GM financial boundaries for the purchase of parcel #018-540-010-000

Submitted,

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Cecil D. Ray  
Board Secretary and General Manager



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