

**MINUTES**  
**FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT**  
**REGULAR BOARD MEETING**  
**June 13, 2018 6:00 PM**

**CALL TO ORDER:**

Chairman Monath called the meeting to order at 6:00 p.m.

**ROLL CALL OF DIRECTORS:**

Directors present: Monath, Colby, Gooch. Ontano

**VISITORS:** Tyler Dewitt, Diana Rogers

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

- Approval of Regular Meeting Minutes for 05/16/18
  - o Director Ontano made a motion to approve minutes. Director Gooch seconded, and the motion was passed unanimously with a vote of 4 ayes. (Gooch, Monath, Colby, Ontano)

**COMMUNICATIONS:** None

**CONSENT AGENDA:** None

**Chairmans Report:**

- Chairman Monath
  - o Three people were interviewed for the GM position.
  - o Meeting with Stephen Rooklidge tomorrow regarding contract negotiations for the GM position.
    - He has a PHD in Civil Engineering
    - Has held both sewer and water licenses in the past. Will have to re-take the tests to get them again.
    - Possibility of saving a lot of money on engineering costs to The District.
    - A lot of grant writing experience.
  - o Larry and his crew have been busy starting the project list.
    - Just completed the Airport job.
    - Will work on Long street next.
    - Larry takes what is thrown at him and makes it work.
  - o Received the sewer master plan from Forsgren and Associates
    - Serio Guillen pushed for the District to get this covered through the existing grant.
    - Approximately ten million dollars' worth of work to be done.
      - Will need significant grant money in order to do this work.

**Operations Report:**

- Larry Fowler
  - o The results of the coliform testing for the month of June came back clear.
  - o The airport job is finished.

- Waiting on the water samples to see if the valve can be opened.
- The first sample came back positive, most likely due to the condition of the fire hydrant.
  - It has been flushed with chlorine and new samples sent off.
- There was a problem with the western most fire hydrant at Mayer's Memorial Hospital.
  - Did not have to replace it but did clean it.
  - The weep hole in the bottom was plugged and a little air seeping in through the barrel fitting.
- The vegetation management at the sewer ponds has begun.
  - Should just take a couple more days.
- Should be starting Long street on Tuesday. Will go do the leak repair across from the Frosty when it is arranged.
- Leak repair across from The Frosty
  - The Districts encroachment permit is a "maintenance permit".
  - If it is done in one large section, Caltrans will require engineered plans and traffic control.
    - Would be very expensive.
  - Asked the permit controller if it could be done in smaller jobs with our existing permit.
    - This can be done but will need to cover the cost of flagging for traffic control.
      - Needs to be done by a professional.
      - As a severely disadvantaged district, The CSD can get a significant discount.
      - Larry is looking into this.
  - Caltrans requires a two-sack slurry mix, which will be expensive.
  - The job needs to be completed in one 8-hour day. Larry says that the leak can be stopped, and the land compacted back the way it was.
    - Will have to do any further repairs at a later time.
- Karl Young is picking things up quickly. Sky Snyder has started operating the excavator. They are both doing a great job with all that is going on.

### **Parks & Rec:**

#### – Sky Snyder

- Expecting to close escrow on the Community park in mid-July.
- MT Shasta Engineering did a great job on the drone survey.
  - Would like them to add geo tagging to it.
- Need to work out a contract with Lomakatsi for the Trail project.
  - Chairman Monath asked if this would be our responsibility to originate.
  - Sky Snyder doesn't think so, but we will most likely need to do a CEQA.
    - Diana Rogers asked if this would be paid for by The District.
    - Sky Snyder says it will be covered in the grant.
- Director Gooch says that Lomakatsi will know more about the grant money from the Stewardship Council mid-June.

### **Manager Report:**

#### – Bill Johnson

- The conductor upgrade at Well #1 is scheduled for tomorrow, June 14<sup>th</sup>.
- Submitted a request for technical assistance with the Water Board Division of Financial

#### Assistance.

- Currently under peer review.
- The goal is to receive planning grant funding for investigation into establishing a second full capacity well.
- The lack of a backup water supply is a serious weakness in our water system.
- In discussion with a few land owners about doing a test drill on their property.
  - Mayers Memorial Hospital, the Knock's and the Jensen's.
    - The Jensen's would be a great location. The land is located west of the golf course.
    - Knock well water may be questionable.
- Well #2 is capable of pumping about 105 gallons per minute.
  - High in manganese and iron.
- Received the Wastewater Master Plan on May 20<sup>th</sup>.
  - GM Johnson hasn't had the change to read it all, but it will likely be a great value to The District.
- Community Park project
  - Escrow projected to close July 17<sup>th</sup>
  - Then proceed with the purchase of the Stoltenberg property with grant funds.
- Water loss for March came to 13.4%. In 2017 it was 22.9%, while 2016 was 27.7%.

#### Treasurer Reports:

- Bill Johnson
  - Cash and equivalents are \$159,925.40, down from \$194,477.26 last month.
    - Moving into the busy summer season of repairs and improvements of the water system, it is expected that this number would go down.
  - Operating reserve balance is now \$27,514.35. Growing steadily every month.
  - Operating revenue is still under budget.
    - The reasons for this have been established and will likely continue the trend in June.
    - Hoping the new fiscal year will be close to budget.
  - Expect the checking account balance to go down with the needed improvements being addressed.
  - Approve Financials:
    - Director Colby made a motion to approve the invoices for payment. Director Gooch seconded the motion and it was passed unanimously by 4 ayes. (Gooch, Monath, Colby, Ontano)

#### OLD BUSINESS:

- Finalize on call policy
  - Chairman Monath opened up the discussion to employee comment.
    - Sky Snyder has concerns. Larry Fowler has issues with paragraph 6.
  - There is a reference to superintendent, brought up by Directors Gooch and Colby.
    - GM Johnson says that this should be consistent with the job titles and needs to be Operations Manager.
      - At this time, in the absence of an Operations Manager, the Lead Field worker position has these duties.
  - Paragraph 6 is not agreeable to most of the board members or employees.
    - It makes it seem like the employees need to be available at all times, even

- when not on call or standby.
- GM Johnson feels that stopping at paragraph 5 would be a good idea.
- Chairman Monath understands the paragraph differently and believes the employees can still not agree to come if they are not capable.
- The employees feel that the crew that is currently working would come anyway, no matter what is written.
- Larry Fowler is responsible for The Districts water system by state law, so he would come no matter what.
- Chairman Monath feels that the intent is not to make the employee responsible 24/7/365, but if there is a major emergency, The District would expect response if able.
  - Only applies to major emergencies.
  - Larry Fowler says that the employees would definitely come.
  - Chairman Monath says to remember that this will apply to future employees also.
- Larry Fowler doesn't like the "prior notice" part of paragraph 6.
- There is much discussion about the need to remove this paragraph.
- Sky Snyder wants clarification about how soon he needs to respond to a telephone call, and how close his phone needs to be when on standby or on call.
  - It is determined that employees need to have their phones on them at all times when on call or standby.
    - Director Colby explains that this is common practice when you are on call.
    - Director Ontano suggests not doing things that would require you to be away from your phone.
    - It is written that the employee needs to respond within one hour.
    - An hour is too long when there is an alarm at the well or especially the lift station.
- Chairman Monath states that there is no mention of how long you have to respond to a phone call in this policy and suggests that a committee be put together to discuss the issue further.
  - The committee will consist of Larry Fowler, Director Colby and Director Gooch.
- Director Ontano made a motion to approve the policy thru paragraph 5, taking out the reference to paragraph 6 in number 4, changing \$25 to \$35 and \$100 to \$200. Director Colby seconded the motion and it was passed unanimously by 4 ayes. (Gooch, Monath, Colby, Ontano)
- Adopt 2018/2019 Budget
  - The new on call policy is reflected in the budget.
  - The new GM salary is budgeted at \$80,000.
  - Leaves The District with a net profit of \$116,000, without reflecting the project costs of \$68,287.
  - Diana Rogers asks if there is money budgeted for a new truck.
    - The Ford is still going and may last another 3 to 4 years. It will have to be addressed when needed.
  - The budget is a living document and can be changed as needed.
  - Director Ontano made a motion to approve the budget for 2018/2019. Director Colby seconded the motion and it was passed unanimously by 4 ayes. (Gooch, Monath, Colby, Ontano)

## NEW BUSINESS:

- Consider cashing out sick leave each December 1<sup>st</sup>.
  - Chairman Monath suggests that the sick pay policy be revised.
    - The policy currently allows 45 days of leave to be accrued, which means it can be carried over each year until that point is reached.
    - Chairman Monath proposes that out of the 13 days accrued throughout the year, whatever is not used by December first be paid out to the employee up to 6.5 days.
      - This would be a nice bonus check for employees right before Christmas.
      - It may encourage people to use their sick leave wisely, and not just to get the day off.
      - Director Gooch asks how much this would cost the CSD per year if everyone claimed their 6.5 days.
        - GM Johnson figured 26 days at \$25 per hour equal \$5200. This was for 4 employees, and it was later recognized this would only be for 3 employees.
      - Everyone seems to like the idea. GM Johnson doesn't like to see people paid unless they are working. Director Colby says that it's better to err on the side of the employees.
  - Topic is tabled for now. Amber will work with Jerry on creating a new policy for approval.
- Simplify vacation policy
  - Current vacation calculation does not exactly equal the correct number of days owed.
  - GM Johnson was under the impression that in California vacation time needs to be added by how many hours you work, instead of just being able to get a certain amount of vacation after each year worked.
  - Diana Rogers found the California labor law stating that it can be added as a certain number of hours per paycheck but needs to be earned by the employee.
  - It was confirmed that the policy is legal as written with a cap of 160 hours. It can be capped at a certain amount, but it cannot be forfeited.
  - Amber Beck has a way to simplify the vacation calculation so that it will be calculated correctly.
  - Tabled until new policy is created for approval.
- Election Resolution 2018-2
  - Resolution 2018-2 ordering the Board of Directors Election; Consolidation of Elections; and Specification of the Election Order
  - Director Ontano made a motion to approve Resolution 2018-2 as written. Chairman Monath seconded the motion and it was passed unanimously by 4 ayes. (Gooch, Monath, Colby, Ontano)
- Building Improvements
  - Chairman Monath proposes spending a certain amount of money each year on upgrades/improvements to the building.
    - Replace windows in the back office/meeting room from single to double pane.
    - Insulate the wall between that room and the shop.
    - Drop ceiling installation to make the room more efficient.
  - GM Johnson suggests insulating and installing ceiling fans in lieu of a drop ceiling.
  - Director Colby suggests holding off on the drop ceiling decision until the window and

insulation are done and see how it goes. Also suggests putting a screen door on to improve airflow.

- GM Johnson says it can be distracting for the GM at times, sharing an office space with the crew. The board may want to consider building a GM office in the future.
- Director Ontano made a motion to approve up to \$10,000 to replace windows, insulate walls and add ceiling fans. Director Colby seconded the motion and it was passed unanimously by 4 ayes. (Gooch, Monath, Colby, Ontano)

**Meeting adjourned at 9:08 pm**

- **The next board meeting is 07/11/18**

Respectfully Submitted,

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Bill Johnson, General Manager

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Date

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Jerry Monath, Chairman of the Board

\_\_\_\_\_  
Date