

MINUTES
FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
June 17, 2020 6:00 PM

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

Directors present: Gooch, DeWitt, Ontano, Colby

Directors Absent: Monath

VISITORS: None

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- Approval of Regular Meeting Minutes for 03/11/2020

Director Gooch made a motion to approve minutes from 03/11/2020 as written. Director DeWitt seconded, and the motion was passed unanimously with a vote of 4 ayes. (Gooch, DeWitt, Ontano, Colby)

COMMUNICATIONS: None

CONSENT AGENDA: None

Chairman Report: None

Parks & Rec:

- Bill Johnson
 - o Two Rivers Park
 - Underground fuel storage tank was removed by PG&E's contractor.
 - They will backfill the hole and perform repairs as needed
 - Have not received the results of the soil analysis, to test for any fuel residue left behind by the old tank.
 - There are issues with the crosswalk from the parking lot to the park.
 - Constructed per Shasta County Specs, but the bump created has left an unacceptable roadway.
 - The County inspected it and is creating plans to fix the problem.
 - Waiting on the contract for the Green Infrastructure grant for the Natural Resources Agency.
 - The Shasta Regional Community Foundation and the McConnell Foundation both denied the CSD's requests for funding.
 - The Stewardship Council is still considering the grant application the CSD submitted.
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 - o Fall River Lake Trail
 - The project is still held up by the third-party use agreement with PG&E.

Treasurer Report:

- Amber Beck
 - o Accounts payable are all current.
 - o The budget for the FYE 2021 is on the agenda for approval
 - o Total revenue for May is approximately \$6,800 over budget
 - At 92% through the year it is at 98%
 - o Employee expenses are about \$250 over budget.
 - At 92% through the year they are at 89%
 - o The operating expenses are over budget \$2,000
 - At 92% through the year they are at 70%
 - o Net Income was \$26,644
 - o The billing system is grossly out of date and is in the process of being updated. It should be up and running within the next 2-3 months.
 - Customers will have the ability to log into an online account to view usage and billing information and update their information and payment preferences.
 - o Approve Financials:
 - o Director Ontano made a motion to approve the invoices to be paid for the month of June. Director DeWitt seconded, and the motion was passed unanimously with a vote of 4 ayes. (Gooch, DeWitt, Ontano, Colby)

Operations Report/Managers Report:

- Stephen Rooklidge, GM
 - o Grants
 - Test well grant for Phase 1 of the Airport site well construction has been awarded for \$253,000. Preliminary reports will be completed by Altec Engineering and drilling is expected to be completed in August by Enloe Drilling.
 - The USDA facilities grant for \$61,000 has been awarded and bids will be announced in July.
 - The Geotech drilling for both tank projects has been completed and the report is expected in early July. The environmental report for the McArthur site is complete, and the County Use permit and parcel conversion application will be submitted in late July.
 - The McArthur sewer design is currently under state review and the remaining 10% (\$40,000) of the grant will be requested after the revisions are submitted and completed. The sewer extension grant application paid by the planning grant will be completed in July.
 - All state reimbursement payments have been stalled, and this has delayed contractor payments and work progress. We are continuing to contact the state for these payments.
 - The county notified the District that the Pine Grove MHP was again in violation of the Iron/Manganese rule and are contacting the state to assist with the priority of the elevated water tank grant application to be able to serve the MHP.
 - o System
 - Operators built two access roads to the test well sites, replaced 6 old meters, found and notified owners of two large water leaks, installed new meter in McArthur on building for sale, and are working with the hospital and fire district to raise the Hwy 299 hydrant.
 - Bulk water contracts are signed and sales have started, and Golf Course irrigation continues.

- Water loss was ~0.56MG in May, which is almost half the loss of April. This was in a month with 20% higher water demand than the previous month and 39% more than May 2019.
- Including surface water sold as irrigation water, power consumption was 64% more than last year at this time and 50% more than the prior month because of increased water demand.
- A new soft-start power system was installed at the Bridge St lift station and the check valves are seating better, so bypass leakage and pump runtime are reduced.
- All meters have been read and the monthly bacti samples were negative.
- The spare 20Hp lift station pump has been delivered for repair to an Anderson rebuilder.
- Lift station A-frames are being built by Packway and electric hoists ordered for Operators to do lift station pump repairs without hiring contractors.
- A new oxygen and gas sensor device was purchased for wastewater lift station repairs.
- Office
 - A backup power supply for the SCADA computer was installed.
 - A new billing module for the accounting system was investigated and partially paid.
 - A District Facebook page was started. Please submit any photos of interest to Amber.
 - Board election information has been made available to the public.
 - Final budgets are complete and attached.

OLD BUSINESS:

- None

NEW BUSINESS:

- Consider Resolution 2020-04 Calling for Election & Specification of the Election Order
 - Per Shasta County the CSD is required to pass a resolution in order for the residents of the District to vote for the new board members in the November election.
 - Director Ontano asked if this was something that we always had to do. Amber Beck said it was required during the last election in 2018.
 - Director Gooch made a motion to approve the Resolution 2020-04. Director DeWitt seconded. The motion was passed unanimously with a vote of 4 ayes. (Gooch, DeWitt, Ontano, Colby)
- Approval of 2020/2021 Budget
 - Director Colby and Ontano asked to clarify a few line items
 - Legal and accounting has a large expense in October because of the Audit
 - Dues and Subscriptions has a large expense in October because of Wastewater permit fees due to the state
 - Employee retirement has a large expense in July, because the Unfunded Liability is going to be paid in one lump sum this year, instead of month to month
 - The interest expense is only in October, and only water, because it is the interest for the USDA loan
 - Amber Beck notices an error in the revenue for sewer in September. There was a 0 left out, so the actual revenue was \$13,000 and not \$1,300. This increases the amount left in the positive to \$11,747.87 for the sewer budget and \$12,972.96.
 - Director DeWitt made a motion to approve the 2020/2021 with the correction to the sewer budget. Director Ontano seconded. The motion was passed unanimously with a vote of 4 ayes. (Gooch, DeWitt, Ontano, Colby)
- Approval of the proposed distribution of funds for the savings account in FYE 2021, including capping the Operating savings account and changing the Depreciation savings to a Capital Improvement

savings.

- GM Rooklidge proposed a Capital Improvement budget in the board packet.
 - Shows what the Districts projects and priorities and what the cost will be to the District.
 - The amount of the net asset the District will gain is also listed
 - Not all within the next fiscal year, but hopefully within the next couple
 - Some projects start and then suddenly stop, and it is not predictable.
 - To cover reimbursable and non-reimbursable expenses, the District will need to use the money saved in the Depreciation account.
 - It is requested that this account be re-named as the “Capital Improvement” savings
 - To replace old equipment and build new infrastructure
 - Raise monthly contribution to \$3,400
 - At the end of the year, there will be nothing left in the account by spending it on the improvements below
 - Two Rivers West
 - Facilities Grant
 - Test Wells
 - McArthur Parcel Creation
 - Airport and McArthur tanks
 - Authority for the GM to use the capital improvement savings accounts funds for the items in the attached budget..
 - GM Rooklidge requests to reduce the Operating account monthly deposit to \$1,600 so there will be 3 months of operating reserve at the end of fiscal year 2021.
 - It would be capped at this amount, which is approximately \$110,230
 - This will keep the savings reasonable, and not adversely effect the District receiving grants.
 - The park projects (or other grant funded projects) may need to be pre-paid before grant money is received. This would be a transfer between savings and checking, to be paid back to the savings after the reimbursement is received.
 - Director DeWitt made a motion to approve distribution of funds for the savings accounts for the FYE 2021, including capping the Operating savings and changing the Depreciation savings to a Capital Improvement savings. Director Colby seconded. The motion was passed unanimously with a vote of 4 ayes. (Gooch, DeWitt, Ontano, Colby)
- Consider transferring excess tax revenue into parks fund
- To begin the fiscal year with \$18,000 in the parks fund, the District would need to transfer property tax money from the sewer fund.
 - Tax revenue to the sewer fund was budgeted at \$43,000 for the year
 - Actual tax revenue was \$48,553, which is \$5,553 over the projected amount
 - Transferring \$5,984 into the parks fund would only take \$431 of projected revenue from the sewer fund
 - Director Gooch made a motion to approve the transfer of \$5,984 into the parks fund, from the sewer fund. Director DeWitt seconded. The motion was passed unanimously with a vote of 4 ayes. (Gooch, DeWitt, Ontano, Colby)
- Approval of undated job description for the Office Manager
- Everything that is done by the Office Manager (Amber Beck) is not listed on the job description
 - Four new lines have been added
 - Manage social media outlets to keep the community informed and engaged.
 - Create a yearly budget in coordination with the General Manager.
 - Compile and process grant fund requests and assist with grant related paperwork.
 - Track grant activity and keep organized records of paperwork and accounting.
 - Director Ontano noted that the budget line should say “with the General Manager and budget committee”, and the hours should state “Up to 40 hours per week”

- Director Gooch made a motion to approve the updated Office Manager job description with the addition of the budget committee and up to 40 hours per week. Director DeWitt seconded. The motion was passed unanimously with a vote of 4 ayes. (Gooch, DeWitt, Ontano, Colby)

Regular Meeting adjourned at 7:30 pm

- **The next board meeting is 07/15/2020**

Respectfully Submitted,

Stephen Rooklidge, General Manager

Date

Board Chair

Date