

MINUTES
FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
October 17, 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, Gooch, Ontano, Colby

VISITORS: Walt Caldwell, Bill Johnson and Sergio Guillen

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- Approval of Regular Meeting Minutes for 09/12/2018.
 - o Director Colby made a motion to approve minutes. Director Gooch seconded, and the motion was passed unanimously with a vote of 4 ayes. (Gooch, Monath, Ontano, Colby)

COMMUNICATIONS: None

CONSENT AGENDA: None

Chairman Report:

- Chairman Monath
 - o Attended the LAFCO meeting along with GM Rooklidge on 10/15.
 - Talked about annexation and what needs to be done
 - o GM Rooklidge has had indications from the State that funds to complete the booster pump and tank station may not be available until the summer of 2020.
 - Pumping 24/7 during the summer to keep up with demand.
 - Will be adding the Pine Grove Mobile Home park and Carpenter trucking soon, which will also add to the demand on the system.
 - o Sewer Lift Stations
 - Minimum of \$50,000 of work that needs to be done right away
 - Don't feel like there is enough money in the wastewater fund to fix things right away
 - Hoping Jim Cook can get a rate study done for the system to show if rates need to be adjusted via prop 218.
 - Hoping to put the tax money in the wastewater fund.
 - o SCADA
 - Not regulating the amount of water in the tanks automatically
 - Getting it fixed to do this, as originally intended.

Operations Report:

- Larry Fowler
 - o The results of the coliform testing for the month came back clear.
 - o The Airport project tested clear
 - Started using the bypass, made possible by the Airport line, Monday morning.
 - Tanks are filling 20 to 25 minutes faster per foot faster than average.
 - o Leak reported on Mechanic Street
 - Significant leak – maybe 10 gallons per minute
 - Temporary repair place and will be replacing the line in the near future.

- One of the Napa lift station pumps stopped working.
 - Sent out to be rebuilt at the cost of \$3,600.
 - It would cost about \$7000 to buy a new pump
 - Larry says two working pumps and one back up per station would be ideal, but it is a lot of money
 - Have one backup on hand right now but would not work well at the Napa station.
 - Bridge Street station is the main hub. If one pump went down it would be a problem.
 - Each lift station has two pumps
 - System running well now but can change at any time.
- Some repairs being done
 - Asphalt patches being done on Long St, 2nd St and the hydrant at the high school.
 - Fixing the fence at the tank at the fairgrounds that was damaged
 - Everything should be completed by Friday

Parks & Rec:

- Paulette Gooch
 - Lomakatsi is not here tonight. There are still things to work out before the Sub agreement can be signed.
 - The Sub agreement formalizes how they will get paid for their work
 - The attorneys are working on language to satisfy both parties
 - There is an issue with the statutory immunity part of the contract
 - Delay on the Community park transfer
 - Still waiting for the County to provide the information to comply with the subdivision map act.
 - Need to have work completed by the end of next calendar year
 - Nick Riddle of Mt. Shasta Engineers is optimistic that it can be done

Manager Report:

- Stephen Rooklidge
 - Grants
 - Forsgren Engineering is being phased out.
 - Not as quick to respond as we would like
 - Have reduced their staff, including Sergio Guillen
 - Entered into a contract with Sergio Guillen
 - Will write a cost estimate for a new grant application to renovate the lift stations.
 - Hoping to transfer engineering documents from Forsgren to continue work on previous grants.
 - Forsgren's name and liability would be stripped off of the Plans and Specifications for the water and booster pump project, and Sergio would become the main engineer.
 - Hoping to use what is left from the wastewater planning grant to do a rate study for Fall River and extension of the system toward Dollar General. It could then possibly roll into a construction grant.
 - Water Storage and booster project documents are under State review for a construction grant.
 - A generator was added onto the project, which added a line item to the budget
 - It could be 6-9 months until we know if it is approved
 - California Fair Practices is deciding whether GM Rooklidge is banned from discussing projects with the DDW for one year because of his prior service.

- System

- Total water produced in September was 7.9 million gallons, estimated loss was 17.6%.
- The leak at Mechanic St. was severe and had been leaking a long time.
 - The 8" pipe was corroded
 - Leak was equivalent to one month of our billed water usage
- Leak on Hwy 299 will be exposed and repaired in the next couple weeks.
 - Inserting a valve opposite of Double S, so service can continue during the repair.
- Pine Grove MHP connection
 - Carpenter trucking will pay for a connection, and The District will pay for an easement through their property, allowing access to the MHP.
 - Pine Grove will also be paid for an easement
 - This is a 2" connection to Pine Grove and 5/8 to Carpenter
 - This is a potable water connection only for Pine Grove
 - Can put a 6" line across the road next year
- Lift Station
 - Turnaround time with J&J pumps is too long.
 - Will be having work done somewhere else in the future.
 - Can't wait this long if two of the pumps were failing
 - The rails at the Napa lift station need to be repaired
 - The rails are for the lifting and lowering of the pumps.
 - Steve feels that this can be done in house
 - Can save 10 to 15 thousand
 - New lift station so Bridge ST station wouldn't have so much strain on it.
 - Sergio is developing a plan to establish a new lift station.
 - Both pump and rails are corroded, and one pump is knocking.
 - At least one pump and both rails need to be replaced
- Mayer's Memorial Hospital submitted their water connection fee and their sewer connection fee has been invoiced.
- Mountain Valleys Health clinic installed their meter backwards. 3
 - They have been asked to repair it
- Office
 - A dump trip was made to haul away broken furniture and fixtures.
 - New windows and ceiling fans have been ordered for the back office/boardroom.
 - Old electrical above the back office will be repaired in order to install the fans and lights.
 - Trusses and supports above the back office are cracked and will be replaced.
 - Holes in the roof will be patched, but at least half of the roof needs to be replaced next year.
 - Will need to be a budgeted item next year.

Treasurer Reports:

– Amber Beck

- Total Operating revenue was \$59,730.97 for the month of September. This is \$1,773.71 over the budgeted amount.
- The depreciation account now has a balance of \$5,212.25
 - Chairman Monath recommends putting \$30,000 into this account from the MMHP connection fee.
- The Operating Reserve account has a balance of \$37,526.59
- Operating expenses were high this month due to a few factors
 - The auditors were paid almost \$14,000, which is budgeted for October
 - Repair and Maintenance parts were purchased totaling around \$14,000 but will be used for several projects.
 - The generator that was used for the Hat fire was paid for in the amount of \$3,543
- Grant reimbursement for \$19,312 was paid from the State for the Wastewater grant.
 - Forsgren was paid \$27,921 for invoices due that are grant reimbursable

- Reimbursement requests have been sent
 - To the State for the Drinking Water Grant: \$5,781
 - To the State for the Waste water Grant: \$ 23,104
 - To the Stewardship Council for the Community Park Grant: \$3,945
- Total cash and equivalents are \$182,381.03, up \$24,870.51 from last month.
- Approve Financials:
 - Director Colby made a motion to approve the invoices for payment. Director Ontano seconded the motion and it was passed unanimously by 4 ayes. (Gooch, Monath, Ontano, Colby)

OLD BUSINESS:

- Staff apparel
 - Ruth Powers is no longer doing embroidery
 - Would like to have employees recognized as working for the CSD
 - Bill Johnson has information on the prices and shirts available to order.
 - Class 3 safety shirts with logo
 - \$26 each
 - The most visible shirt
 - Meets all state regulations for working along any road and avoiding fines.
 - Polo shirts with logo
 - \$19 each
 - Hats
 - Good quality for \$16 each
 - Flex fit in s/m and l/xl
 - Minimum 24 hats for embroidery
 - Can get samples before committing to an order
 - Rain Jackets
 - \$73 plus tax each
 - Will only need 2 jackets
 - Can to be embroidered for \$10 each
 - Larry ordered a jacket as an example
 - Highly reflective
 - Can silk screen everything but the hats, which will save money.
 - Motion to purchase 2 rain jackets, 24 hats, 10 safety shirts and 4 polo shirts, with the understanding that everything will be silk screened but the hats which will be embroidered. Chairman Monath made a motion to approve the motion. Director Gooch seconded the motion and it was passed unanimously by 4 ayes. (Gooch, Monath, Ontano, Colby)

NEW BUSINESS:

- New volunteer Parks Manager position and Job Description
 - Bill Johnson has graciously accepted to continue his work with the parks.
 - A volunteer position has been created, along with a job description
 - It is a 6-hour position at this time
 - It may transition into more hours or a paid position in the future.
- Resolution 2018-6 appointing Bill Johnson as Parks Manager and signatory
 - Director Gooch made a motion to approve Resolution 2018-6 and accept the Parks Manager job description. Director Colby seconded the motion and it was passed unanimously by 4 ayes. (Gooch, Monath, Ontano, Colby)

- Lomakatsi Trails Project discussion and contract consideration
 - o Tabled
- Update employee health insurance
 - o Current health insurance is expiring
 - o Looked at different plans to replace the current plan
 - o Current plan with dental/vision/life
 - Because the Blue Cross and Blue Shield plans are adjusted by age, GM Rooklidge and his dependent would cost significantly more than the CalPers plan.
 - o The suggested plan is an Anthem Blue Cross health plan for Larry Fowler (and dependent) and Amber Beck and the Pers Select plan for GM Rooklidge (and dependent), along with Humana dental, VSP vision and Anthem life.
 - Pers Select requires a resolution and retired annuitants to be offered coverage, with the district paying a specified amount, about \$109 each.
 - Three retired annuitants are eligible, and one has already indicated they will not need the coverage.
 - The other two have been sent a letter informing them they will be eligible and asking them to notify us if they are interested.
 - A special meeting will be scheduled for Wednesday October 24th at 6 pm if the resolution for Pers is ready by then.
 - o Director Colby made a motion to accept the health insurance plans as presented. Director Ontano seconded the motion and it was passed unanimously by 4 ayes. (Gooch, Monath, Ontano, Colby)
- Proposed wage scale and job descriptions
 - o Combined Operator 1 and 2 into one position as Utility Operator
 - o Added an Equipment Operator position
 - Try to get someone with equipment operating experience
 - o The wage scale needed to be updated to raise 5% each step
 - o Operations supervisor job description needs to be corrected from having Wastewater 2 and Water 2 operations certifications to Wastewater 1 and Water 2.
 - o Director Gooch made a motion to approve the new job descriptions with one correction and wage scale as proposed. Director Ontano seconded the motion and it was passed unanimously by 4 ayes. (Gooch, Monath, Ontano, Colby)
- Advertising for new temporary position of "Equipment Operator"
 - o Putting out an ad to fill the position
- Cal Trans contract and payment for installing manholes and valve covers on Hwy 299
 - o Would take the District a lot of time to do the work and would be working on their timeline.
 - Better to pay them to do it
 - o Original estimate was to pay them to do the work for \$29,000
 - Cal Trans accepted a counter offer of \$23,000
 - o Will not have to pay until the end of the summer 2019.
 - o Director Ontano made a motion to approve the contract with Cal Trans to pay the \$23,000 for the raising and lowering of the man holes. Chairman Monath seconded the motion and it was passed unanimously by 4 ayes. (Gooch, Monath, Ontano, Colby)
- Bulk water sales program
 - o Do have an issue with water theft from the hydrants
 - Ordered hydrant locks for hydrants that are most vulnerable
 - The fire departments will have keys to these locks
 - o Bulk water program needed a new pricing structure
 - Meter deposit (projects that require a meter at a hydrant)
 - \$2,200 returned at the end of the project
 - Meter Calibration Fee
 - \$100

- Service Connection Fee
 - \$70
 - Water Cost per gallon for Bulk sales
 - \$.03 per gallon increased from \$.02
 - Need to compare what other districts are charging for bulk water
 - Chairman Monath made a motion to table this topic until next month so that more research can be done on the amount that should be charged for bulk water. Director Ontano seconded the motion and it was passed unanimously by 4 ayes. (Gooch, Monath, Ontano, Colby)
- Customer promissory note
 - Would eliminate some of the early steps of the shutoff process for customers who are behind on their bill.
 - Would put a payment plan in writing
 - The lawyer has approved
 - There will be changes in the law next year and we may have to modify
 - Director Colby made a motion approve the customer promissory note on delinquent accounts. Director Gooch seconded the motion and it was passed unanimously by 4 ayes. (Gooch, Monath, Ontano, Colby)
- Tax revenue account distribution
 - Because of the lack of revenue coming from the sewer system, Chairman Monath suggests that the tax revenue be put into the Wastewater fund.
 - There are many expensive repairs needed in the system and may not be enough revenue to cover these.
 - A rate study will determine if an increase in rates is necessary
 - A general fund has been suggested by the auditor
 - Tax money would go here and could be spent anywhere
 - This is preferred by Director Ontano
 - Feels that the tax revenue can keep going where it is for the time being and change later if needed.
 - The District will look into this further
 - At least \$20,000 to renovate the pumps
 - Director Colby made a motion approve the tax money going into the sewer fund. Chairman Monath seconded the motion and it was passed unanimously by 4 ayes. (Gooch, Monath, Ontano, Colby)

Meeting adjourned at 8:45 PM

- **The next board meeting is 11/14/18**

Respectfully Submitted,

Stephen Rooklidge, General Manager

Date

Jerry Monath, Chairman of the Board

Date