

MINUTES
FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
January 12, 2022

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

Director's present: DeWitt, Hendrix, Monath, Colby

VISITORS: Cherie Kunkel Via Zoom: Paul Reuter and Mey Bunte

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- Approval of Regular Meeting Minutes from 12/15/2021. A motion was made by Director DeWitt to Approve the Minutes as written, Director Colby seconded and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, Monath, Colby)

COMMUNICATIONS: None

CONSENT AGENDA: None

Chairman's Report:

- Water pipe across the Pit River Bridge
 - May only have one fire hydrant, and no customers on the other side
 - It may not be worth putting another pipe on the new bridge if it won't serve the District.
 - Will need to speak to the fire department
 - Cecil will talk more about this in the GM report
- Can't calculate water loss because of the issue with the meter at the McArthur well
 - The loss % may be less than 10% again after fixing the leak up by the elementary school

Parks & Recreation:

– Amber Beck

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❖ Two Rivers Park

- Green Infrastructure Grant – Natural Recourses Agency
 - Waiting on reimbursement for our second request for funds in the amount of \$30,647.50 (minus 10%, which is retained until the end of the grant).
 - This includes 2 invoices from Enplan for the environmental documents and one to Mt. Shasta Engineering.
 - The Shasta Land Trust sent out finding of their annual monitoring.
 - There was evidence of someone cutting wood in the northwest corner of the property. When the snow melts, Amber will go make sure the area is cleaned up and check for evidence of anyone cutting in the area.

- ❖ Fall River Lake Trail
 - Lomakatsi representatives and Amber Beck had a Zoom meeting with Steve Schweigerdt from the Stewardship Council in December.
 - Lomakatsi requested re-distributing the native planting budget to other areas that are still needed, such as road de-commissioning and wood chips.
 - A budget modification may be possible, depending on the ability to provide adequate educational value from the native plants that already exist along the trail. It was felt that there are enough in the area to provide placards for educational enrichment, but that is for the Stewardship Council to review.
 - Trail work has been delayed for the budget modification and because of the weather.
- ❖ Fall River Lions Park
 - A new agreement for the operation and maintenance of the park was drawn up by Randal Harr. It is up for consideration at tonight's meeting.
 - Amber will be going to the Lions meeting next Tuesday the 18th to (pending approval) take the signed agreement and speak about the design of a new sign for the park.

Financial Report:

– Amber Beck

❖ *General*

- The final audit is complete and available at the board meeting tonight.

❖ *Revenue*

- For December, the total Operating Revenue was \$48,834 which is almost \$1,000 under budget for the month.
 - The miscellaneous revenue of -\$2,382 will balance out to zero, as this is a being paid with a deposit made from Pape for engineering from Pace for the connection to their new building.

❖ *Employee Expenses*

- Employee expenses were about \$38,000 which is almost \$2,000 over budget for the month. Note there were 3 paydays in December and there was a sick pay payout (for the last time, since the policy was updated as of January 2022).

❖ *Operating Expenses*

- The operating expenses were about \$21,000 which is about \$6,000 under budget for the month.
- Net income for this year is \$74,946
 - Net Income for the month is -\$22,365, which is typical for December/January of the year because of high expenses and low water usage.

Approval of Financials:

- Director Hendrix made a motion to Approve the invoices to be paid for the month of December. Director DeWitt seconded, and the motion was passed unanimously with a vote of 4 ayes. (DeWitt, Hendrix, Monath, Colby)

Operations Report:

❖ System:

- Surge protection units have been installed at the SCADA computer as well as at the booster station.
- Snowplows have caused damage to several of our meter lids and touch read sensors throughout the district. Have been repairing these items as we become aware of them
- Preparing the shop for insulation. Have been cleaning and clearing debris from the attic and fixing and filling holes.
- The office cooler was destroyed during the recent storms. Safely removed the unit and covered the hole. A replacement unit will have to be obtained before the warm season.
- Broken and frozen water lines is an issue with several customers. Have been proactive in monitoring these breaks and shutting down water service to these customers until such time that repairs can be made
- Fuel is being stolen from the ford truck located at the water tanks. Have located 2 sections along the fence line that have been cut. Sealed the breach but need to find a more permanent fix.
- Due to weather, meters were estimated for the month. Therefore, unable to monitor water loss.
- Bacti samples for the month were negative.

❖ Summary:

- Still dealing with a seating issue on one of the pumps located at the #1 lift station. Working with Ron Shannon to resolve this issue.
- Goals for the month include:
 - Finishing the attic/insulation work
 - Fixing the pump issue at the #1 lift station
 - Repairing the fence at the tanks
 - Repair or replace broken meters/boxes/lids
 - Start inventory in the shop

Manager's Report:

– Cecil Ray

❖ General Comments:

- For over a week the office has been gradually impacted by Covid or suspected Covid. Presently as of today both field staff and one office staff employee are out on sick leave. Possible returns could begin in about a week. Amber and GM Ray have been covering operations without incidents.

❖ Grants:

- **Airport Test Well Project @ Curve Street:**
 - Kip Lybarger, Project Consulting Engineer, has at my urging taken the lead on this project. Mey Bunte, State Dept of Drinking Water, has approval two well sites, State Dept of Financial Assistance (DFA) has agreed to the sites, the CSD has a firm price on one site, Kip has opened negotiations on the second site, Kip is preparing an analysis of predrilling costs (site prep earthwork, etc.) for University Enterprise Inc. (Sacramento State) (Grant Administrator Randy Marx) and DFA to prove due

diligence in selecting one site over another. Drill plan is starting to be prepared. Kip is starting to draft driller bid package. Project is moving forward. The goal is to be drilling in May-June 2022

- **McArthur Wastewater Project**
 - Next up on the list for applications once the water planning request is complete.
- **Water Improvement Project**
 - Paul Reuter, Pace, will report to the Board tonight regarding status. Resolution related to this application will need adoption tonight.
- **Backup Generator Funding Program**
 - Application has been filed by Loch complete with outage information from PGE.

❖ Projects:

- **Solar/McArthur Backup Well:**
 - Ongoing effort continues. Have been in communication with Rick Maher owner of land on three sides of the existing McArthur Well #1. He continues to be willing to work with us on potential land purchase. My vision for this additional property is to install solar array for district-wide net metering, drill a backup well, add permanent backup generator, include present buried infrastructure that is encroaching on Maher, and nest all next to a solar array Mr. Maher wants to install.
- **Mayers Hospital Surplus Generator**
 - Researching the possible purchase of this generator from the hospital as a temporary and/or permanent backup power supply for the McArthur Well.

❖ Engineering Support:

- Ryan Michaels, Bullert, attended 8-9 December and began corrective actions to Lift Station #1 suggested in Tony Bowser's report mentioned below. Presently the new Flygt #1 Sewage Pump warranty required "MiniCAS" protection/indicating system has been installed with panel mounted indicating lights and reset/confirmation button. At time availability and funding permit corrective actions will continue.
- Pace is handling inspection/documentation of water distribution system improvements by Pape (Airport Drive) and Mayers Memorial Hospital (Hwy 299). New Mayers Hospital 4" Fire Sprinkler has been "hot tapped" and additional appurtenances 90% complete. For educational purposes staff witnessed this installation event and photographed same. Likewise, Pace witnessed and documented Pape's waterline "hot taps" for new fire hydrant and new domestic water meters, road crossings (2) on Airport Road. Operations staff witnessed pouring of two thrust blocks (hot tap close to slip joint and fire hydrant) for Pace documentation. Final meter settlers and meters have yet to be installed. Work 75% complete. These customers will pay Pace charges. Delayed due to weather and material.
- **Pit River Bridge Waterline:**
 - Received letter of refusal to fund replacement today. Will need time to analysis response. Will return to Board for any further action/communication.
 - Refer to supplemental information in email from engineer at the end of this report.

- Waterline leaking within the Eastern bridge approach has been secured until replaced with new bridge. Fire Chief is aware Fire Hydrant on East side in out-of-service.

OLD BUSINESS: - None

NEW BUSINESS:

- ❖ Paul Reuter - Pace Engineering Presentation – Water and Wastewater Projects
 - GM Ray, Mey Bunte and Paul Reuter have been working together to figure out the scope of the water project. Have made great headway.
 - The planning grant would consist of:
 - Tank in McArthur
 - Improvements to well #1 and second well
 - Test well project will put “holes” in the ground to see how the quality and quantity is. Will request money to develop an actual well in Fall River (one or multiple wells) 400 gallons/minute
 - Well #2 - modified piping to pump directly into tanks if it is ever needed. Water will be diluted, which will take some of the iron and manganese levels down.
 - New metering system throughout the District.
 - AMI – Advanced Metering Infrastructure. Send meter reads directly to the District, or customer. Will give notification for leaks, etc.
 - Pit River Bridge Pipe
 - Overall District SCADA improvements
 - Updated to more modern nonproprietary, so anyone can work on it, as opposed to what the District has now
 - GIS Database
 - Feasibility study east on 299 beyond the Pinegrove mobile home park
 - There may be water quality issues at residence who are on wells
 - Will take samples to see if there is a need for adding them to the system
 - This would just be a study, no infrastructure involved
 - Steel pipe replacement
 - DFA does not view pipeline replacement as high priority
 - They look at water quality and supply issues, which the District needs
 - Have been able to incorporate replacement into projects, it just can’t be the main element.
 - 10,000 ft is the current estimate of what may be asked for
 - There is a certain amount per connection which is based on an A – F scale.
 - A – C are higher priority up to \$60,000 per connection (about 28-Million-dollar grant)
 - D – F are lower priority up to about \$40,000 per connection (about 21-Million-dollar grant)
 - May be able to adjust the amount of steel pipe to come in at an A – C ranking
 - If not in the A -C scale the District would likely have to get a loan for 10% of the project amount.

- Will need to pass the authorizing resolutions which give GM Ray the authority to sign the grant documents on behalf of the District.
 - The Wastewater grant resolution does the same thing, and Pace will focus on getting that grant submitted after submittal of the water grant.
 - The compliant Debt Management Policy is something the state requires Districts to have before entering into a grant agreement.
 - Director Colby asked if there is a time limit on adjustments to the grant to get it into the A – C category.
 - There is flexibility and not really a time limit on any revisions needed for the application.
 - Mey Bunte – Redding office of the Division of Drinking water/State Water Board, is the Districts regulator since around 2016
 - This Water grant that the District is applying for is for Planning money, and not subject to the 10% loan portion that Paul mentioned.
 - It will likely be a full grant with not to design new infrastructure and studies.
 - The need to take out a loan would be many years down the road, likely over 5 years.
 - Director Colby asked if those properties on 299, within the feasibility study, are in the District.
 - They are not within the District but are within the Sphere of influence
 - They can be annexed in the future if it is determined that there is a need and funding for a project.
- ❖ Resolution 2022-01 SWRCB Authorizing Resolution for McArthur Wastewater Project Grant
- This resolution is required to apply for the Wastewater Project funding
 - Director Colby made a motion to approve resolution 2021-01 SWRCB Authorizing Resolution for the McArthur Wastewater Project Grant. Director Hendrix seconded, and the motion was passed unanimously with a vote of 4 ayes. (DeWitt, Hendrix, Monath, Colby)
- ❖ Resolution 2022-02 SWRCB Authorizing Resolution for Water System Improvement Project Grant
- This resolution is required to apply for the Water Project funding
 - Director DeWitt made a motion to approve Authorizing Resolution 2022-02 SWRCB Water System Improvement Project. Director Hendrix seconded, and the motion was passed unanimously with a vote of 4 ayes. (DeWitt, Hendrix, Monath, Colby)

- ❖ Consider **New Policy 6060** - SB 1029 Compliant Debt Management Policy and **Resolution 2022-03** SB 1029 Compliant Debt Management Policy
 - Required by the state to receive funding
 - Basically, stating that the District will pay its bills
 - Director DeWitt made a motion to approve SB1029 Debt Management Policy and resolution 2. Director Hendrix seconded, and the motion was passed unanimously with a vote of 4 ayes. (DeWitt, Hendrix, Monath, Colby)

- ❖ Resolution 2022-04 Fall River Lions Park Agreement
 - Tabled for further evaluation and edits.
 - The wording of number 5 and 6 – Without limitation may pose a problem if something costly occurs and the District must pay the entire cost.

- ❖ Consider Storage Building for Equipment
 - The District needs storage for equipment that can be locked a secured
 - May be over \$350,000 with planning and engineering
 - Under \$500,000 will avoid bond issues
 - Does the board want to go through with investigating this, or should the District concentrate on other needs?
 - Director Hendrix – With all the other future construction happening in McArthur it might be wise to find a new property there to possibly put a tank also.
 - Chairman Monath doesn't think it's a good idea to put anything at the sewer ponds because it is not a secure location.
 - Director Colby and DeWitt think it is something worth looking into
 - Director Colby – Is there anyone with a large warehouse that we could possibly use? What about the maintenance yard?
 - Chairman Monath – looked at one owned by the county but it wasn't in good shape. May not always have access to the maintenance yard.
 - GM Ray – There is secure storage space for the District at the Intermountain Fairgrounds. That is where the backhoe has been stored but is up at the tanks presently because it was being used for a leak repair by the elementary school. It is a good temporary solution but doesn't take away from needing a permanent solution. Storage building at \$500,000 would probably be about \$1,000 a month, which the District could cover.
 - The District is in the process of looking into getting another water and sewer rate study.
 - The last water increase was not the full amount that was suggested by the study, because the board felt like it was too much at the time.
 - Likely a new study will show that the rates need to be increased.
 - If the District must pay the 10% construction loan cost, the rates will need to be increased.

- GM Ray - if a rate increase is delayed too long, it will be a harder sell to the rate payers because it will be too high of an increase all at once. It needs to be incremental.

❖ Appoint New Director to the Board

- Chairman Monath - Two applicants for the Director position vacated by Paulette Gooch.
- The Directors were given both applications to review before the meeting.
- Chairman Monath requested a voice vote from the Board.
 - In accordance with the votes, Chairman Monath made a motion to appoint Cherie Kunkel to the FRVCSD Board of Directors. Director DeWitt seconded, and the motion was passed unanimously with a vote of 4 ayes. (DeWitt, Hendrix, Monath, Colby)

❖ Appoint Board Members to Committees and Positions

- New Committees decided:
 - Finance – Director Hendrix and Director DeWitt
 - Policies and Procedures – Director Monath, Director Kunkel and Amber Beck
 - Parks – Amber Beck, Paulette Gooch and Director Kunkel
 - Budget – Director Colby and Director DeWitt

Regular Meeting adjourned at 7:15 pm

- **The next regular board meeting is 02/16/2022**

Respectfully Submitted,

Board Chairman

General Manager