

MINUTES
FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
July 15, 2020 6:00 PM

CALL TO ORDER:

Chairman Monath called the meeting to order at 6:15 p.m.

ROLL CALL OF DIRECTORS:

Directors present: Gooch, DeWitt, Monath, Colby

Directors Absent: Ontano

VISITORS: Catherine and Delbert Howard

PUBLIC COMMENT:

- The Howards are the owners of the Pine Grove Mobile home park in McArthur. The District water system does not reach their property. They have been trying to get connected for the last 4 years at least, but the District does not have adequate pressure to support the connection.
 - o Catherine Howard asks what they need to do to get water from us.
 - The manganese in the water is too high. The state will force them to be consolidated if they are consistently over 500 ppm.
 - It has been suggested that the park could get a tank and fill it through the Districts water system overnight when the usage is lower.
 - GM Rooklidge says that they would have to run that by the county and state, but that is an option.
 - It would be an option if they could fill the tank during off times
 - o It would be more expensive for the Howards, as opposed to waiting for the District to get an elevated tank installed
 - The District is in the process of getting an elevated tank installed next to the well property.
 - It may be a year before this happens.
 - This is the only way the District will have enough pressure to hook up the park.
 - If the county were to write a letter saying that it is necessary for the park to hook up, and it may help the District get a better grant/loan with the USDA
 - The park would be the first draw on the well, and would drastically effect pressure with the current set up
 - o Chairman Monath says that if this needs to be discussed in depth, we can put it on the agenda for another meeting

APPROVAL OF MINUTES:

- Approval of Regular Meeting Minutes for 06/17/2020

Director Colby made a motion to approve minutes from 06/17/2020 as written. Director Gooch seconded, and the motion was passed unanimously with a vote of 4 ayes. (Gooch, DeWitt, Monath, Colby)

COMMUNICATIONS: None

CONSENT AGENDA: None

Chairman Report:

- **Jerry Monath**
 - o GM Rooklidge has resigned, and August 13th will be his last day
 - o Sorry to lose him, he is super bright and has done a great job training our people. In the process of looking for a new GM. Hope to have one on board as soon as possible.

Parks & Rec:

- Bill Johnson
 - o Two Rivers Park
 - A notice of substantial completion should be issued the week of July 13th.
 - The District will then accept the product and begin the process of paying the contractors.
 - The crosswalk was reconfigured and is still ADA-compliant
 - The concept grant application to the Stewardship Council has been accepted for the full funding amount of \$413,300 pending completion of a full proposal by the end of August.
 - If the District is funded, a pavilion as well as many other items will turn Two River Park into a genuinely nice destination.
 - Waiting for the contract from the Natural Resources Agency for the Green Infrastructure Grant.

Treasurer Report:

- Amber Beck
 - o The packet now includes a balance sheet broken down by fund.
 - o The auditors were here the first of July to do preliminary work.
 - They will come again in the next couple months.
 - o Accounts payable are all current, except for some invoices related to grant reimbursements.
 - o The billing system update is still underway. It looks like it will be in operation within the next 2 months.
 - o Revenue was \$66,836, which is about \$10,000 over budget for the month.
 - Ending the year at 108% of the budgeted amount.
 - o Employee expenses are about \$2,700 under budget.
 - Ending the year at 97% of the budgeted amount
 - o The operating expenses are over budget by about \$10,000
 - Ending the year at 82% of the budgeted amount
 - o Net Income for June was \$8,761
 - o Approve Financials:
 - o Director Colby 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, Monath, Colby)

Operations Report/Managers Report:

- Stephen Rooklidge, GM
 - o Grants
 - Test well grant at the Airport site will require a hydrogeologist report that the state will pay for; however, this requirement will delay the well construction until September or October.
 - The USDA facilities grant for \$61,000 will go out for bid in July.
 - The Geotech drilling for both tank projects has been completed and the report is expected soon. When the Geotech report is submitted, Sergio Guillen will complete the tank foundation design and the project will be moved forward as a USDA grant/loan.
 - The McArthur sewer design grant project was deemed complete and successful, and the grant project will be closed by the state and final reimbursements paid in August.
 - o System
 - Operators constructed a drain pipe hydrant for the water tanks, and removed the old fire pump that was delivered to the rebuilders in Redding for use at the McArthur cistern fire fill station. The station will be constructed for use by fire trucks and bulk water sales.
 - Operators installed a new fire hydrant at the hospital and will use the old hydrant to construct a bulk water filling station on the Glenburn irrigation pipe going to the golf

course ponds.

- The water system demand is currently more than the McArthur well can produce. The storage tanks fill at night and drop during the day. Leak detection is ongoing, but most of the higher metered water use is suspected to be irrigation. Well #1 at the water tanks is now permitted for emergency operation and can produce ~95 gpm.
- Water loss was ~1.8MG in June, which is a significant increase over the prior month. When working on the McArthur cistern project, a 6-inch valve was found to be open and charged to the fairgrounds. Because it was flowing water under high pressure into the distribution pipe on Main Street, it is suspected of having a cross connection to the Fair's irrigation system or is looped to the Skuce hydrant pipe, which means a large portion of additional loss is believed to be from this unmetered cross connection. A significant loss of water also occurred in July of 2019, which would indicate a heavy irrigation demand on the system that is not accounted for. The Fair received a grant to renovate their water/wastewater system, so the District should consider testing the Fair water system to find and remove the cross connection during their renovation project. June had a 59% higher water demand than the previous month and 37% more than June 2019.
- Including surface water sold as irrigation water, power consumption was 42% more than last year at this time and 10% more than the prior month because of increased water demand.
- All meters have been read and the monthly bacti samples were negative.
- Office
 - The office visit by the auditors produced good results and lots of compliments for office staff.
 - The GM's last day in the office is July 23rd. He will be available by phone, text, and visits if needed from August 3rd until August 17th. A draft ad for the position has been sent to Ron and Tyler for review at the Chairman's request.

OLD BUSINESS:

- None

NEW BUSINESS:

- Consider hiring a part time office clerk
 - Having only one person working in the office doing the billing, payroll, AR and AP makes the District vulnerable.
 - There is already a job description and position on the pay scale for an office clerk
 - The job description can be modified to part time as needed
 - The board agrees that hiring someone from 8-16 hours a week is a good idea
 - Chairman Monath asks about having someone who can be in the office on Fridays
 - Amber Beck (current office manager) says that there are little to no phone calls to field and little office traffic, to warrant someone working on Fridays
 - Director Colby suggests that the District considers hiring a former employee with knowledge of the programs and business
 - Amber Beck will check with the former employee and with CalPERS to see if there are any problems hiring a retired employee getting benefits.
 - The job will not be posted yet, since there are upgrades happening to the billing system that need to be focused on, and learned, before training someone.
 - Director Colby made a motion to approve hiring a part time office clerk. Director Gooch seconded. The motion was passed unanimously with a vote of 4 ayes. (Gooch, DeWitt, Monath, Colby)

Regular Meeting adjourned at 7:22pm

- **The next board meeting is 08/12/2020**

Respectfully Submitted,

Stephen Rooklidge, General Manager

Date

Board Chair

Date