

MINUTES
FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
March 17, 2021

CALL TO ORDER:

Chairman Monath called the meeting to order at 6:10 p.m.

ROLL CALL OF DIRECTORS:

Director's present: DeWitt, Colby, Ontano, Monath, Gooch via Zoom

Directors Absent: None

VISITORS: Via Zoom: Garrett Costello and Sky Snyder

PUBLIC COMMENT:

- None

APPROVAL OF MINUTES:

- Approval of Regular Meeting Minutes for 02/17/21 and Special Meeting Minutes for 3/05/21. Director Colby made a motion to approve the minutes for 2/17/21 and 3/05/21. Director Ontano seconded, and the motion was passed unanimously with a vote of 5 ayes. (Gooch, DeWitt, Ontano, Colby, Monath)

COMMUNICATIONS: None

CONSENT AGENDA: None

Chairman Report:

- Asked Amy and Amber to look into what policies other Districts have for grease traps
 - o No way to monitor where the grease is coming from
 - o The degreaser is extremely expensive
 - o In a visit to the City of Anderson they explained that they do not have a real problem
 - Most of their connections are newer, and have grease traps in place
 - If a business is in violation, they are given a warning
- New LED lights in the shop, new conduit and outlets in the board room, along with a new light above board table that should light up the whole table.

Parks & Rec:

- Bill Johnson
 - o New issues have come to light with the Green Infrastructure grant, provided by the California Natural Resources Agency. Diane Sousa, the grant administrator, took some time to look over the environmental (CEQA) documents that were developed in 2013. The following is some background information.
 - o The Initial Study is a document that informs the Notice of Determination (NOD.) The Notice of Determination declares the District's evaluation of the project's environmental impact. The 2013 NOD includes no reference to any structures at Two Rivers Park. This is the case even though a Project Description authored by Spring Rivers Ecological Sciences and released only two months prior to submittal of the CEQA documents contains references to a large, "community center" building that was envisioned to contain the CSD's offices as well as other tenants, such as a medical clinic. It is clear to me that the CEQA documents do not reflect the contents of the Project Description, nor do they reflect the consensus at that time that the construction of above-ground buildings was an appealing idea. It is also clear that such a building is not practical, given the boundaries and access conditions as they exist today.
 - o Ms. Sousa has asked some very good questions. She wants to know how large the amphitheater will be, and what it will be built with. She has also asked if the amphitheater and

pavilion will impact the cultural resources of the site. Thirdly, she would like to know if the Shasta Land Trust, our conservation easement holder, has approved the construction of these two features. She has suggested that we consider providing an addendum to the CEQA documents that addresses these very sensible concerns.

- Bill Johnson suggest the District follow a sequence of events beginning with asking Shasta Land Trust if they will approve the construction of these two features. If SLT does not approve, there is no need to provide a CEQA addendum. If they do approve, it is Bill Johnsons recommendation to provide the addendum so that all parties involved in this project are on the same ground, and nobody will be surprised.
- Following a conversation with SLT on Tuesday, March 9, Sky has begun the process of developing some rough drawings of the proposed features that will be submitted to SLT for their review. Bill Johnsons expectation is that SLT will agree to the features. If an addendum to the CEQA documents is needed, there is ample funding in the grant budget to cover the expenses involved. The downside to providing an addendum is the time it will take to develop, which may bump us up against some deadlines. It is not unheard of to get deadline extensions.
- With any good luck, it appears that Lomakatsi will be able to proceed this season with construction of the Fall River Lake Trail. Trail alignments will be adjusted to avoid FERC boundaries.
- The contract with Symbiotic to manage the Parks department will be discussed later tonight.

Treasurer Report:

– Amber Beck

- The audit for fiscal year 2020 has been approved and the District is expecting the final audit to arrive by the March board meeting. There were no new findings.
- Revenue for January was \$76,000 which is about \$9,000 over budget for the month.
 - The tax revenue from January was \$25,405.
 - \$19,000 was budgeted for this, so the extra \$6,400 was split evenly between the wastewater and parks funds.
- Employee expenses are about \$400 over budget, at about \$42,000
 - There were 3 paydays in January
- The operating expenses are about \$10,000 which is about \$7,000 under budget for the month
 - Several line items are going to be over budget as of next month. Due to change in GM, PGE utility increase and more pumping of the well during the summer, and unexpected failures in infrastructure are some of the reasons for the increase in Office Expense, Utilities and Maintenance and Repairs.
- Net Income for January, including Grant activities is \$15,000
 - Year to date net income is \$148,417
- Accounts payable are up to date
- Approve Financials:
Director Ontano made a motion to approve the invoices to be paid for the month of January. Director Dewitt seconded, and the motion was passed unanimously with a vote of 5 ayes. (Gooch, DeWitt, Ontano, Monath, Colby)

Operations Report:

- Included in Managers Report

Managers Report:

– Cecil Ray

- GM Ray and Amber Beck became ill with covid on January 11th and 13th.
 - With assistance from Steve Reeder both were able to do some work from home during the two-week quarantine period
 - GM Ray is feeling better and Amber Beck is still in the process of getting to 100%

Grants:

- **Airport Test Well Project:**

- Have emailed an inquiry to Randy Marx, Project Administrator, as to if he has received a second hydrogeologists proposal and when award of contract might happen. At present, timeline for awarding this contract remains unknown.
- **McArthur Well Tank Project:**
 - We continue our amicable negotiations for the land purchase. Remain hopeful we will ultimately reach an agreement soon.
 - The site Geotech Survey has been “Finalized”, received and the remaining invoice will be paid.

Projects:

- **District Office:**
 - As per your direction to obtain a building permit for the Electrical Upgrade we are now have the required drawings such that obtain a permit and Quicksilver can complete the work in the next month in compliance with USDA issued funding change order.
- **Leak Detection:**
 - Tentative scheduling is Spring of 2021. Our survey will be coordinated with others planned in the North State.

Engineering Support:

- **Sewer Rate Analysis:**
 - The final proposed rate increase will be presented to you at this rescheduled meeting. Your authorization will allow us to proceed with the 218 Process. Our legal counsel has guided us as to how we can hold this “remote” “Public Hearing” on the matter.
- **McArthur Property Tank Project:**
 - Sergio has been told to cease any additional engineering effort on this project until we had a sales agreement and informed him to proceed.

Operations and Staff:

- Bill and Joe are presently taking on-line Wastewater Treatment classes.
- As I have stated before Amber, Bill, and Joe continue to help tremendously as GM Ray achieves a full understanding of the daily operations, projects in progress and regulatory compliance.
- **Lift Station #1:**
 - Unforeseen multiple pump failures occurred 26 & 27 January. With vendor support staff was able to restore functionality. Failed pumps are in vendor shop for survey/repair.
- **Wastewater Treatment Operator Waiver:**
 - The State has granted us a 4-year waiver. Regardless, we still need to maintain our professional operation which with our staff will be quite doable.
- **McArthur (Maher) Well:**
 - Proposals were solicited from several firms for the pump renewal. Presently, we only have two that have interest and are in communication. Seeking pump design, availability, and price the remaining two as soon as possible to complete this work before the increase in water demand.

OLD BUSINESS:

- None

NEW BUSINESS:

- Presentation by Symbiotic Restoration
 - Symbiotic presented slides highlighting the work they have done and can do for the CSD
 - Staff: Garrett Costello, Recreation/Restoration Specialist; Sky Snyder, Parks Manager/Field Tech; Jill Overbaugh, Office Manager/Field Tech; Kayla Trotter, Grant Admin/Website Design
 - Experience with grant admin and have relationships with funding agencies such as: Fall River &

Pit RCDs, McConnell Foundation, Sierra Nev. Conservancy, Lassen National Forest, Pit River Tribe, Burney Chamber of Commerce, Tri-County Community Network, Natural Resources Conservation Service, Department of Conservation and CalFire.

- Intend to develop a parks master plan that includes telling the story of our area and parks vision. A plan and website will help:
 - Identify financial liabilities
 - Identify on-site resources that can be used to generate revenue
 - Identify for profit & non-profit partners
 - Identify and apply for grants
 - Endowment plan Fundraising plan
 - Develop a yearly budget
- Kayla Trotter is a web designer and has designed websites for many local businesses
 - Can get started right away developing a site that is easy to maintain and manage for the parks department
- Both the District and Symbiotic have issues with Exhibit B and Exhibit D of the contract.
 - It has been suggested that Exhibit D, paragraph 2 be taken out completely, as it is redundant.
- Consider Contract for Parks Management Services
 - Further negotiation of the contract is necessary before Symbiotic will sign the contract. A special meeting may be called next week for contract approval.
- Consider update to policy 2120 – Education Assistance
 - The policy attached to the board packet is not what the policy and procedure committee submitted.
 - Tabled until next month
- Consider changing billing due date
 - The due date for the water/sewer bills is the 15th of the month
 - The office staff requests that it be changed to the 25th, since that is the date that it is usually processed.
 - Director DeWitt made a motion to change the due date from the 15th to the 25th of the month. Director Ontano seconded, and the motion was passed unanimously with a vote of 5 ayes. (Gooch, DeWitt, Ontano, Monath, Colby)
- Consider the Amendments to the Shasta County code regarding Accessory Dwelling Units.
 - GM Ray wanted the board to be aware of this Shasta County code in case it ever becomes an issue.
 - The code allows residential units to convert structures on their property to residential units. The question might arise how these additional units may be charged.
 - Per the Districts new sewer rates, each additional unit can be charged an additional ERU.

Regular Meeting adjourned at 8:30 pm

- **The next board meeting is 4/14/2021**

Respectfully Submitted,

General Manager

Date

Board Chair

Date