

**MINUTES**  
**FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT**  
**REGULAR BOARD MEETING**  
**August 11, 2021**

**CALL TO ORDER:**

Chairman Monath called the meeting to order at 6:08 p.m.

**ROLL CALL OF DIRECTORS:**

Director's present: DeWitt, Colby, Monath; Gooch

**VISITORS:** In Person: Brett Hendrix, Riley Spainhower      Via Zoom: Paul Reuter, PACE Eng.

**PUBLIC COMMENT:**

- Paul Reuter, PACE Engineering: Recap of attached correspondence via email from Paul to GM Ray. (see Attachments p. 8-10)
- **APPROVAL OF MINUTES:** Approval of Regular Meeting Minutes for 07/14/2021, [*with Correction, p. 2, bottom of 2<sup>nd</sup> ¶, change "firehouse" to "fire hose".*] Director DeWitt made a motion to approve the Minutes for 7/14/2021. Director Colby seconded, and the motion was passed unanimously with a vote of 4 ayes (Gooch, DeWitt, Colby, Monath).

**COMMUNICATIONS:** None

**CONSENT AGENDA:** None

**Chairman's Report:**

1. Note ~\$16K net profit for month of July
2. **Annexation:** District rec'd from Shasta Co. \$88K with notice of miscalculation of taxes over 3-4 years. Raises question - are we receiving a share of the tax increases for annexed lots/properties? They are currently giving District -0- allowance. GM Ray and Director Monath will be attending meeting with Stephen Buttell, Shasta County Chief Administrative Analyst, and others in Redding this Friday, August 13 to discuss.
3. Fall River Valley **Fire Dept. Volunteers**, Board received letter of Disclaimer from Atty Ciampa releasing District from obligation and liability. Pending discussion at September's meeting and will likely add Disclaimer to Policies & Procedures.
4. **Bridge Street Lift Station** – WIP, estimate less than \$40K to repair; pump is on order. Discussed replacing the two stationary elbows...~\$2K each. Repair needs to be done, will have to borrow money from the Water fund as Sewer doesn't have enough to cover; funds will be reimbursed.
5. A 2-inch valve w/backflow was re-discovered along CA-299 E toward McArthur, the valve is stuck, and Ops will need to loosen and shut it off to determine if anyone has been receiving water from it.
6. District rec'd Warning notice that surface (irrigation) water for Golf Course may be turned off at any time, using ½-foot per minute. They would then need to pull from their wells.
7. **PACE Eng.**, continuing research for Sewer expansion for McArthur, and pursuing grants for Water system; has been able to reformat some of Forsgren Hydraulic modeling. Already at \$18K of \$20K pre-approved amount for troubleshooting. State won't pay for \$82K as they believe work is a duplicate of what has already been done. PACE unable to use what was done previously. District will need to come up with funds to continue project.

## **Parks & Recreation:**

– Amber Beck

### ❖ General

- The Lions ballpark buildings (concession/announcer stand, dugouts, and bathrooms) are in dire need of painting. The estimate to do the sanding, pressure washing, and painting is \$2,500.
- Amber is going to seek a donation for the labor and at least a portion of the paint. The total will be around \$3,200
  - Darla at Valley Hardware will donate paint at COST
  - Amy will paint the bathrooms interiors
  - Amber meeting with Rotary Club on August 12 for funding assistance
  - There is a Donation button on the CSD website

### ❖ Two Rivers Park

- Green Infrastructure Grant
  - The CEQA work is in progress.
  - The cost estimate has been updated, and the agreement has been signed by all parties.
  - The CEQA is the first order of business.
  - Nick Riddle, MT Shasta Engineers, will work on the pre-construction designs, engineering and bid documents and right of way conversion.
  - Grand Rapids extends into the West Side of the park, where we will construct a short entry road, parking lot and trail.
- Stewardship Council Enhancement Grant
  - The Stewardship Council Board does not expect to decide on grant allocations until late 2021
- Decomposed Granite Surface
  - Still attempting to resolve this issue with PG&E.

### ❖ Fall River Lake Trail

- Lomakatsi should be starting trail work any time!

## **Treasurer Report:**

– Amber Beck

### ❖ **Revenue**

- For July, the total Revenue was about \$93,000 which is about \$20,000 over budget for the month.
  - Over \$13,000 was revenue from the Intake well and there was also \$2,700 in revenue associated with a connection fee from a couple months ago.
  - Tax revenue was \$1,900

### ❖ **Employee Expenses**

- Employee expenses were about \$45,000 which is about \$2,000 under budget for the month.
- You may notice the PERS Unfunded Liability is in the Operating Expenses this fiscal year. Previously this was added into the Employee Expense category under PERS Retirement. With concerns about employee costs, it is best that this is not added in, since it is not an actual current employee cost.

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## Treasurer Report, continued

– Amber Beck

### ❖ **Operating Expenses**

- The operating expenses were almost \$23,000 which is about \$4,000 under budget for the month.
- Net income for this year is \$15,890
- The budgeted amount for Utilities (PG&E) was \$6,489 and actual shows as \$7,954. The cost of the electricity used at the intake well is offset by the revenue received from the golf course and the construction company buying water from us at that location (In Outside/Container Revenue). The bill for that meter was \$2,222, so the Districts actual cost was \$5,732.

### **Approval of Financials:**

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

## Operations Report:

– Bill Rodeski

### **System**

- The ongoing issue with the Bridge St Lift Station is progressing forward. Joe and I have been able to narrow down the source of our problem. I am confident that a solution to this is on the horizon.
- Amy, Joe, and I have joined the FRV VFD and look forward to helping in any way we can.
- We were able to do a meter analysis for the District. Identifying all the remaining analog meters in the District as well as the back flow devices and repair needs at these locations.
- Maintenance of the District vehicles has been completed. *[[ JM raised question about expenses on 1-ton truck; replaced both water-and-power-steering pumps. Double S says OK to drive, it's functional.]]*  
**[ A limb broke from a tree in the park on Friday 8/6; District hired tree contractor to sever limb and cut into manageable pieces; Ops hauled away several loads of debris ]**
- More analog meters have been changed this month and we have discovered that the current number of these meters still in operation is greater than we had originally thought.
- Fire is a major concern for us, and our water use is at an all-time high. We are constantly monitoring the operational hours of the well. The state has requested that we notify them when our well pump is on for longer than 22 hrs/day. We had 4 such days last month.
- Water loss for the month is at 1.3MG which is a 4% decrease from last month. Total water loss for the month is at 10%
- We had several water-quality tests for the month. We had our usual Bacti samples and they were negative. We also had our VOC (volatile organic compounds) tests, and it was negative. Finally, we had our lead and copper test that was also negative.

## Summary

- The Bridge ST. lift station is still our top priority.
- The fair is right around the corner, and we need to continue to encourage our residents to conserve water.
- Meter upgrades and maintenance is a focal point of operations. Thank You!!

## Manager's Report:

– Cecil Ray

### General Comments:

- **Water Conservation:** We have reached out to our customers via billing notes, Facebook and our Website requesting conservation. Helpful hints or links to more information have been included. Fortunately, it appears this request has worked as our demand has dropped even though we are experiencing higher than normal temperatures.
- **Municipal Service Review (MSR):** I attended the 5 August meeting of the LAFCO Board via tele conf call. The Board adopted our draft (5 year) MSR prepared by LAFCO staff guided by George Williamson, Executive Officer with major input by Amber and me. George was most helpful to us in his formulation of this document. Our effort was to make it an accurate representation of the CSD at present. Draft changes were made two weeks before Board presentation.
- **Annexations:** Although moving along for final adoption by LAFCO a major hurdle appeared on the horizon. Shasta County administrative staff have taken the opening position they do not want the County or other Special Districts to share any of the tax revenue generated within the boundaries of our requested annexation area. Chairman Monath and I have been in communication with County staff, our attorney for guidance, are planned to meet in-person Friday 20 August in Redding to negotiate. The ultimate decision regarding this tax division lies with the Board of Supervisors. The timeline is such that it needs to be presented to the Board on 24 August. It is my understanding they can “continue” it to a later date.

### Grants:

1. **Airport Test Well Project:** Randy Marx, Project Administrator, informed me the funding final Work Plan has been signed by SWRCB and Sacramento State University Enterprises (UEI) should sign soonest. Following this signing previously negotiated consultant agreements should be issued by UEI for consultant signatures. Our goal is to be drilling this Fall. Randy had requested they put us on their schedules. Both the hydrogeologist (Bonnie Lampley) and the well driller (Arley Enloe) are presently involved with emergency projects involving communities with no or little water.
2. **McArthur Well Tank Project:** I have had no communication with the McArthur's in the last month including comments on the aquafer study report I shared with them.
3. **McArthur Wastewater Project:** On 28 July Paul Rueter with PACE along with two staff engineers, Jerry Monath, and myself conducted an on-ground field survey of the previously proposed McArthur wastewater project. Included in the survey were meetings with knowledgeable personnel relating to serving McArthur JR/Sr High School and associated buildings. Although entirely feasible, challenging elements noted were the McArthur Canal gravity collection crossing, a few homes at substantially lower elevations on the west side of town, and one home on the east side with a basement that will need to be served.  
Mr. Reuter will follow up with a preliminary report to Board at the August meeting.

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## Manager's Report, continued

– Cecil Ray

### Projects:

1. **District Office:** Javier Lopez has begun window trim repair in building to prevent further water damage behind stucco.
2. **McArthur Bulk Water Fill Station:** On hold
3. **Pit River Bridge Replacement:** No Change. I have received no communication as to when this project is scheduled commence. However, possibly in 2022.
4. **Leak Detection:** District has received recently purchased Leak Detection equipment, yet staff surveys have not begun.
5. **Solar:** Have been exploring the possibility of a Solar Project to cover all the district's needs, possible locations, costs, and financing options. Making slow progress.
6. **McArthur Well Pump Replacement:** McArthur Well Pump Renewal 70% plans and specs from Waterworks, Joe Reiss, have been received. Moving forward this spec package could be combined with other short term (under 5 year) district water needs assembled into a package by PACE. Funding source yet to be determined.
7. **Water Improvement Project:** With baseline modeling data provided by Forsgren in conjunction with historical SCADA data from the last few years PACE is evaluating fire flows in both FRM and McA, possible elevated tank locations, and pipe size vulnerabilities within the water distribution system.
8. **Diamond Mapping:** Amy with help from Ron Colby has begun documenting FRM fire hydrant locations, types, and specifics
9. **Blueprints/Record Plans/Documents:** Amy has been locating, organizing, and assembling our printed plans (Record (As-Built), Draft, Misc.) collection. Some have been scanned to digital format (5%), scanned hard copies have been horizontally filed, electronic scans have been organized in public storage drive, and a Excel spreadsheet established to document locations, and status of digitizing goals. This is an on-going project that will take months.

### Engineering Support:

GM Ray wants the Board to consider executing a Master Engineering Agreement with PACE Engineering, stating District requirements for new water tap & connections, with all fees to be funded by entity requesting service connection. Engineering provided by PACE will be defined via Tasks. I will speak to the Board as to recent issues that have arisen where their expertise is needed.

### Operations and Staff:

1. Bill and Joe successfully passed their **Wastewater Treatment Operator Certification**. SWRCB at my request has rescinded our Wastewater Treatment Plant waiver. This was required of us by them to allow Bill Rodeski to be "trained" by Mike Skelly our recently hired part-time operator. This will allow Bill to be a certificate Class I operator in approx. one year. At that time Bill can then start training Joe Huston. Mr. Skelly is aware this in a one-year position.
2. **Lift Station #1:** Although operating without major issues the LS is getting attention to resolve leakage at the connections between the discharge flanges of the pumps and the elbows carrying fluids to the treatment ponds via the force main. Bill, Joe, and Ron Shannon have spent a lot of time, effort, and troubleshooting to resolve the issue. Full correction will mean pumps can be change out **WITHOUT** anyone needing to enter the pit and power consumption will be reduced as fluid will not be "recirculating" back to sump to be pump again.

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## Manager's Report

– Cecil Ray

### Operations and Staff, continued

3. **Water Leaks:** Staff repairs made to leaking distribution piping have reduced losses tremendously. Reference Operations Report, p. 3.
4. **Parks:** Reference Parks Manager Report, p. 2.

### OLD BUSINESS:

- Annexation Update
  - Already addressed in the Chairman's report

### NEW BUSINESS:

- Update from Pace Engineering on potential Water and Wastewater Projects (see Attachments p. 8-10)
  - Consider Board Member Applicants

The Board decided to hold a Special Board Meeting on Wednesday August 18<sup>th</sup> to appoint
  - Consider Amending Policy 2110 – Health Benefits
  - Consider Amending Policy 2130 – Pay Periods
  - Consider Amending Policy 2275 – Cell Phone Usage
  - Consider Amending Policy 2280 – Employee Usage of Tools and Equipment
    - Director Dewitt made a motion to Approve Policies 2110, 2130, 2275 and 2280. Chairman Monath seconded, and the motions were passed unanimously with a vote of 4 ayes. (Gooch, DeWitt, Colby, Monath)
  - Consider Amending Policy 3025 – Accounts Payable
  - Consider Pre-Approved Invoices
    - Director Gooch made a motion to Approve Policy 3025 and Pre-Approved Invoices. Director DeWitt seconded, and the motions were passed unanimously with a vote of 4 ayes. (Gooch, DeWitt, Colby, Monath)
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**NEW BUSINESS, continued**

- Consider Amending Pay Schedule for the 2022 Fiscal Year
  - Director DeWitt made a motion to Approve Amending Pay Schedule [*with the correction of Operations Supervisor Time from “Hourly” to “Salary”, p. 28*]. Director Colby seconded, and the motion was passed unanimously with a vote of 4 ayes (Gooch, DeWitt, Colby, Monath).

**Regular Meeting adjourned at 8:17 pm**

- **The next board meeting is 09/15/2021**

Respectfully Submitted,

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Board Chairman

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General Manager