

MINUTES
FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
April 14, 2021

CALL TO ORDER:

Chairman Monath called the meeting to order at 6:09 p.m.

ROLL CALL OF DIRECTORS:

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

Directors Absent: None

VISITORS: Via Zoom: Sky Snyder

PUBLIC COMMENT:

- None

APPROVAL OF MINUTES:

- Approval of Regular Meeting Minutes for 3/17/2021. Director Colby made a motion to approve the minutes for 3/17/2021. 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:

- Symbiotic opted out of the Parks Management job. GM Ray decided to do Parks in house.
 - o Any questions about parks, ask Paulette Gooch or Amber Beck
- GM Ray is in researching the best pump to put at the Bridge Street lift station, which needs another pump installed ASAP.
- Close to completing the leak fix along Hwy 299 across from the FR Lodge.
 - o There was a 3" crack leaking about 400 to 500 thousand gallons a month
 - o The crack was right on the side of a coupling
 - o Repaired and slowed to about 180 gallons a month

Parks & Rec:

- Amber Beck
 - o Bill Johnson thanked everyone for their ongoing support of the parks and hopes that they continue to be supporting of and grow the parks department.
 - o Amber Beck is taking over as the lead person on the parks for the District and presented the report.
 - o **Two Rivers Park**
 - The final reimbursement from Ogals was received, which closes out that grant. The grant was used to do all the demo, parking lot creation, and trail construction.
 - The Green Infrastructure Grant administrator is preparing the grant agreement. The project completion date has been extended to March of 2025, so the District is not in a time crunch, but of course the hope is to get everything moving asap.
 - The original CEQA did not include the pavilion and amphitheater, which are included in the plans for the park. The District will need to get an amended CEQA as soon as these new structures are approved by the Shasta Land Trust (who holds the conservation easement on the park property – not including the Stoltenberg portion). The Green Infrastructure Grant will reimburse this expense.

- **Fall River Lake Trail**
 - May have news by the board meeting, but as of right now there is no movement on this project. Lomakatsi will be coming to walk the trail and analyze the changes caused by the FERC boundary adjustment.

Treasurer Report:

- Amber Beck
 - Revenue for March was \$53,000 which is about \$8,000 over budget for the month.
 - Employee expenses are about \$1,000 over budget, at about \$31,000
 - The operating expenses are about \$20,727 which is about \$3,000 under budget for the month
 - Net Income for March was about \$2,282
 - Year to date net income is \$149,000
 - Accounts payable are up to date
 - Charmain Monath questioned why the payroll for this year is \$26,000 more than the same time last year.
 - Amber Beck will investigate this issue
 - 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:

- Operators started doing inventory of all meters, boxes, and lids that need replacement within the district. Our goal is to replace all remaining analog meters with digital meters as soon as possible.
- Operators went into the Bridge St lift station and removed several buckets of grit that has been accumulating over the course of several years.
- The #2 pump at the Bridge St lift station has been rebuilt and reinstalled. To date it is functioning well.
- Operators met with Omar from RCAC and he is in the process of writing up a wastewater O&M manual for the district.
- Operators cleaned and organized the old treatment building located at the tanks.
- The meter reduction job for Ken Bickford has been completed.
- Water loss for the month was at 2.85 MG and is at 39%.
- Bacti samples for the month were negative.
- There is a leak on the highway directly across from the Fall River Lodge and this is now a top priority.
- There is a gravity flow problem located at the elementary school manhole that is also a high priority of things to get fixed.
- The Operators are both scheduled to take wastewater I tests early this summer.

Managers Report:

- Cecil Ray

Grants:

Grants:

- Airport Test Well Project: Randy Marx, Project Administrator, is in the process of finalizing vendor contract budgets and seeking funding approval prior to awarding contracts.
 - At present, timeline for awarding this contract remains unknown.

McArthur Well Tank Project:

- The McArthur's are awaiting land appraisal results which they are funding to be assured of land value.
 - The District remains hopeful we will ultimately reach an agreement.

Projects:

- District Office: Electrical Upgrade – Work is complete, County Inspection Finalized, and USDA financial paperwork completed prior to 31 March deadline. Final \$2,200 (10% retention) payment from USDA should be received within a month following USDA in-house inspection of completed work.
- McArthur Bulk Water Fill Station: Mark Thomas, Quicksilver Electric has been tasked to upgrade the electrical for this project from 1 phase to 3 phase power with District owned material.
- Pit River Bridge Replacement: GM Ray has received no communication as to when this project is scheduled commence. However, possibly in 2022.
- Leak Detection: Tentative scheduling with CRWA is for the last week in May.

Engineering Support:

- Engineering Services Agreement: In process of finalizing new agreement and initial Task Order regarding McArthur Well Pump Renewal which is being planned at this time.
- McArthur Property Tank Project: Work on this project has ceased until we have a sales agreement in place.

Operations and Staff:

- Bill and Joe are presently taking on-line Wastewater Treatment classes.
- Inquiries have been made to obtain the services of a Wastewater Treatment Operator under which Bill could obtain the required OIT (Operator in Training) Training Hours to fulfill the requirements for his Certificate.
 - There is a possibility training function could be combined with water backflow preventer testing by the same party which would benefit all involved.
- Amy continues to be trained by Amber as her backup, and providing support for general organization - digitizing files, etc.
- Lift Station #1: On 24 March following grit and gravel removal from the bottom of the pit the NorCal Rewind overhauled 20 HP NOMA Pump was installed in the #2 (River side) position and put in service as the lead pump. It has been in service since install.
- Wastewater Treatment Operator Waiver: The State will require us to relinquish our waiver once we have a Wastewater Operator overseeing the required function.
- Water Leak: A leak located along Hwy 299E opposite 8th Street is planned to be vacuum excavated Tuesday 13 March.
 - It may be around a previous steel pipe replacement.
- Parks: Since Symbiotic Restorations chose not to consummate a contractual arrangement with the District and Bill Johnson was ready to depart immediately, GM Ray made the decision to perform those functions in-house with existing staff.
 - With Amber taking the grant administrative lead our goal is continue the parks efforts without interruption. As we move forward all staff will have to be fluid in our support of this effort.

OLD BUSINESS:

- None

NEW BUSINESS:

- Authorize Amber Beck as designated signer for Parks
 - Grants and other relevant Parks documents require an authorized signature from the District.
 - Amber Beck will be handling the Parks Manager responsibilities.
 - Director DeWitt made a motion to make Amber Beck the designated signer for Parks. Director Ontano seconded, and the motion was passed unanimously with a vote of 5 ayes. (Gooch, DeWitt, Ontano, Monath, Colby)

- Consider update to policy 2120 – Education Assistance
 - o An update and clarification of the Education Assistance policy
 - o The Policy and Procedure committee edited this for approval of the board
 - o The main change is the clarification that hours spent in educational endeavors during non-working hours will not be reimbursed by the District.
 - o Director DeWitt made a motion to accept Policy 2120 as written. Director Ontano seconded, and the motion was passed unanimously with a vote of 5 ayes. (Gooch, DeWitt, Ontano, Monath, Colby)
- Consider update to policy 3100 – Grease Traps (Interceptors)
 - o This is a policy that was approved June 13, 2012 and not added to the Policies and Procedures file.
 - o Director Colby asked how many customers are subject to this policy
 - Six
 - GM Ray has inspected one, which needed pumping. The owner called to get it taken care of.
 - The grease traps are typically pumped by a company, like Big Valley or Burney Sanitation, about every 3 months.
 - o Director Ontano made a motion to accept Policy 3100 as written. Director Gooch seconded, and the motion was passed unanimously with a vote of 5 ayes. (Gooch, DeWitt, Ontano, Monath, Colby)
- Consider purchase of leak detection equipment
 - o Chairman Monath would like the board to consider investing in leak detection
 - For District use and for a service to the customers
 - o Director Gooch asked if other Districts do this?
 - Chairman Monath said that maybe the larger ones do
 - o The District has had leak detection surveys done throughout parts of the District in the past.
 - o Bill Johnson asked about opening the District to liability if employees cross the line onto customer property.
 - Chairman Monath stated that the customer wouldn't be charged and that the District could have them sign a waiver.
 - Amber Beck brought up concerns that the Operators have about doing leak detection for customers. They have concerns about crossing the line onto customers property, being liable, having to do repairs, etc.
 - o Director Gooch asked if the leak on the Highway would have been found if the District had equipment.
 - Chairman Monath said that it probably would not have been.
 - o It was suggested that the RCAC leak detector who is coming at the end of May be asked for recommendations on equipment
 - o This issue and purchase of the equipment are something that the District should investigate and think about. Director Colby made a motion that the issue be tabled. Director Ontano Seconded, and the motion was passed unanimously with a vote of 5 ayes. (Gooch, DeWitt, Ontano, Monath, Colby)

Regular Meeting adjourned at 7:45 pm

- **The next board meeting is 5/12/2021**

Respectfully Submitted,

Board Chairman

General Manager