

**MINUTES**  
**FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT**  
**REGULAR BOARD MEETING**  
**November 13, 2019 6:00 PM**

**CALL TO ORDER:**

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

**ROLL CALL OF DIRECTORS:**

Directors present: Gooch, DeWitt, Ontano, Monath, Colby  
Directors Absent: Colby, Ontano joined the meeting at 6:45

**VISITORS:** None

**PUBLIC COMMENT:**

- None

**APPROVAL OF MINUTES:**

- Approval of Regular Meeting Minutes for 10/16/2019
  - o Director DeWitt made a motion to approve minutes from 10/16/2019 as written. Director Gooch seconded, and the motion was passed unanimously with a vote of 3 ayes. (Gooch, DeWitt and Monath)

**COMMUNICATIONS:** None

**CONSENT AGENDA:** None

**Chairman Report:**

- Chairman Monath
  - o Nothing to report this month

**Parks & Rec:**

- Bill Johnson
  - o Two Rivers Park
    - Grant application to the California Natural Resources Agency
      - Came for a site visit on October 30<sup>th</sup>
      - Should know by the end of the year
      - Grant would fund projects on the land at the end of Grand Rapids Ave, as well as in the park.
    - The pavilion we had hoped to construct turned out to be unsuitable for our needs. We are investigating other options that are more suitable for public spaces.
    - The tenant has not been responsive to our request to vacate. We have engaged the services of an attorney to help us solve this problem.
  - o Fall River Lake Trail
    - Pile burning has been delayed due to fire danger

**Treasurer Report:**

- Amber Beck
  - o Accounts payable are all current.
  - o Total operating revenue for October is approximately \$53,931.
  - o The operating reserve account has a balance of \$70,121 and the depreciation savings has a balance of \$67,756
  - o Operating revenue is over budget by about \$2,900 with over \$1,000 in bulk water sales.

- Expenses are about \$11,000 under budget, mostly due to expenses that were budgeted for this month being paid last.
- Large expenditures for October:
  - Capital Expenditures: Golden State Flow purchase of 52 meters and NorCal Rewind for the repair of spare lift station pump.
  - Yearly pre-paid insurance expense
  - ACWA yearly dues
- Approve Financials:
- Director Gooch made a motion to approve the invoices for payment. Director DeWitt seconded, and the motion was passed unanimously with a vote of 3 ayes. (Gooch, DeWitt and Monath)

### **Operations Report/Managers Report:**

- Stephen Rooklidge, GM
  - Grants
    - RCAC sent the second and final letters requesting residents return information for the Median Home Income survey. The percent return of the initial letters was very low.
    - The second bid for the office/shop roof exceeded the first, so the electrician's estimate is being revised for submission of the USDA facilities grant application totaling \$85,000 (roof & electric), of which the District will have to pay 55% (~\$47,000 from depreciation fund).
    - The DDW/DFA grant for two test wells at the Airport property (~\$400,000) is still in review at the state for funding consideration in 2020.
    - Guillen Engineering is moving forward on the wastewater design for McArthur. A \$2.5M grant application will be submitted to the state in December to fund construction of the sewer force main from the Hospital lift station to a site near McArthur Square and collect waste from the high school.
    - Altec Engineering is researching the easement requirements for the McArthur tank project.
    - Enplan representative, Don Burk, submitted a proposal to do the environmental work required for four District projects.
    -
  - System
    - Half the District valves have been identified and marked, and staff continue to map locations for future identification. Valve exercising will start in December.
    - Seven old residential meters were replaced, which may have increased overall system recording accuracy.
    - Water loss was ~0.3MG in Oct, which is 6% of total (6.8 gpm); 18.5 gpm less than Sept.
    - The well backup engine is functioning correctly, and the portable generator will be delivered to Redding for its final switch repair before the end of the month.
    - The spare Bridge St. lift station pump was repaired by Packway. Removal and cleaning of the Hospital LS pump will be completed before the end of the month.

- The Tesco LS unit was replaced at Napa LS and is working correctly. Napa pump #1 will be rebuilt in December.
- Aqua Sierra Controls will be contracted to replace Tank #3 transducer and install pressure gauges at the booster station and MOV locations.
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- Office
  - The remote computer program (TeamViewer) was upgraded to a business license (\$588/year) from a free version because the District is not allowed to use a personal license.
  - Operator had his annual performance review.
  - Purchases included field tools to clean out valve and meter boxes, winter gear to have District identification, bio aids for lift stations, lighting fixture, and shop tools.

**OLD BUSINESS:**

- None

**NEW BUSINESS:**

- Consider consolidating bank accounts and correcting fund balances
  - The district has three savings accounts that can be consolidated into one, while still maintaining their individual tracking in the accounting system.
    - Consolidate the Depreciation reserve, Operating reserve and Parks savings into one Plumas bank account. Close the two accounts that will now have zero balances.
    - Correct the fund balances in each account as per the attached explanation in the board packet.
      - Over the years these accounts have been used for various things and the fund balances have not always been entered correctly in the accounting system. The auditors advised that it would be fine to correct the balances with board approval.
  - Director Gooch made a motion to consolidate three savings accounts in one and correct the fund balances. Director DeWitt seconded, and the motion was passed unanimously with a vote of 3 ayes. (Gooch, DeWitt and Monath)
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- Director Ontano joined the meeting at 6:45 pm
- Contract approval for Enplan to complete environmental documents for four District grant projects.
  - Approve contract for Elevated tank, Sewer design, Water storage tank and Wells.
    - Enplan proposed charges
      - Elevated tank in McArthur– \$15K, \$30K is in the grant budget
      - Sewer design McArthur –\$25K – \$35K is in the grant budget
      - Storage tank near airport – \$21K with no grant available at this time
        - May be \$40K for both storage tanks and wells combined, since they are so close to each other.
        - Combining the storage tank and wells, the District would have to pay about \$30K
      - Wells near airport – \$21K – \$13K Still under review by the state
    - Can start work after Thanksgiving
    - Will not start well project until the grant is approved. If it is not, the District will not move forward on that project.
    - Projects cannot move forward without environmentals, and this is a way to consolidate and save money.

- Director DeWitt made a motion to approve the Enplan contract to complete environmental documents for four District grant projects. Director Ontano seconded, and the motion was passed unanimously with a vote of 4 ayes. (Gooch, DeWitt, Ontano and Monath)

**Regular Meeting adjourned at 6:55 pm**

- **The next board meeting is 12/11/2019**

Respectfully Submitted,

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Stephen Rooklidge, General Manager

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Date

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Jerry Monath, Chairman of the Board

\_\_\_\_\_  
Date