

**MINUTES**  
**FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT**  
**REGULAR BOARD MEETING**  
**March 14, 2018 6:00 PM**

**CALL TO ORDER:**

Chairman Monath called the meeting to order at 6:00 p.m.

**ROLL CALL OF DIRECTORS:**

Directors present: Monath, Colby, Gooch. Ontano absent

**VISITORS:** Sergio Guillen

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

- Approval of Regular Meeting Minutes for 02/21/18.
  - o Chairman Monath made a motion to approve minutes. Director Colby seconded, and the motion was passed unanimously with a vote of 3 ayes. (Gooch, Monath, Colby)

**COMMUNICATIONS:** None

**CONSENT AGENDA:** None

**Chairmans Report:**

- Chairman Monath
  - o Still looking for a truck. More about that in New Business.
  - o A lot of things going on, but nothing concrete to report on at this time.

**Operations Report:**

- Larry Fowler
  - o The results of the coliform testing for the month of February came back clear.
  - o Meter at Double S has been replaced with a new touch read meter. Might have to go do some patchwork after all the rain.
  - o Maintenance on all equipment and vehicles is wrapping up.
  - o Cleaned and organized the shop. Compiled a list of needed supply parts, and made sure things are in good working order.
  - o Sky and Larry are scheduled to take the water distribution exam on March 17<sup>th</sup>. John Wendele has prepared them well, and they are confident about their knowledge.
  - o As the season for bigger projects approaches, Larry has started to compile a list of supplies and estimated costs.
    - o Projects have been prioritized and there is flexibility to move from one to another if, for example, a gas line is not locatable, or ground water levels are too high.
    - o The cost for supplies is approximately \$70,000, so all projects may not be possible.
  - o Larry was able to borrow the leak detection equipment form the Red Bluff Office of Water Recourse. It should be here next week and can be kept for 6 months.

**Parks & Rec:**

- Sky Snyder
  - o There will be a meeting March 22<sup>nd</sup> with the Fall River Burney Rotary Club to share the

Lake Trail project and likely solicit funding.

- Belinda Brown from Lomakatsi is leading this.
- There are three grants pending for approximately \$540,000.
- GM Johnson is making some progress with the Stewardship Council Grant.
- Preparing to start a kid's outdoor education program for elementary age students.
  - Talked to our liability insurance company and they said that this was covered through our policy.
    - Chairman Monath suggested that Amber Beck contact them and get this confirmation in writing.

### **Manager Report:**

– Bill Johnson

- Signed the contract with Mt. Shasta Engineers to do the design work for the (waterfall) community park.
  - The expense will be paid out of Stewardship Council funds.
  - The transaction agreement with PG&E has been signed by the district and Shasta Land Trust. It is for approximately \$55,000. It is now with PG&E, which could take a couple months.
- On March 19<sup>th</sup> a conference call is scheduled to discuss the proposed consolidation of Pine Grove Mobile Home Park with the district. The district will receive technical assistance from the Division of Drinking Water and some of the CSU Sacramento staff.
  - Contact list includes Bow Reilly and Michelle Frederick.
- As GM Johnson approaches the end of his time at the CSD, there is still a lot of work to be done. Prioritizing projects as follows:
  - Priority number one is to complete the boundary line adjustment at Well #1.
  - Finishing up the annexation process and obtaining an easement (for the Pine Grove Mobile Home Park), which can occur at the same time as the Pine Grove consolidation.
  - Establishing another well that can provide sufficient quantities of high quality water, which could be the Knock Well or some other source.
    - This needs to be done; depending on one source of water makes us vulnerable.
    - The State Revolving Fund could provide us with financial assistance (including drilling test wells).
  - If Mayers Memorial Hospital can get their supply down to 1000 gallons per minute, the district would be able to meet their fire suppression needs. We have yet to hear where they are on this.
- Water loss for February was 27.5%. In 2017 it was 31%, while 2016 was 37.5%.
- Director Colby questions whether we can hire Byron Gibbons to test Backflow devices.
  - GM Johnson and Larry say it will be about \$2,500 to have them all done (\$65 each), but we need to wait for dryer weather.
  - There was a question as to whether the district was charging for the backflow testing. The policies and procedures state that there should be a \$48 per year charge for this service.
  - Chairman Monath asked if Larry Fowler would be interested in getting certified to do the backflow testing.
    - This is a week-long class in Sacramento that costs around \$1,400.
    - Chairman Monath suggests that the district ask Bryan Hutchinson or Stephen Jackson if they could be on standby for the week that Larry is gone so they can assist Sky if needed.
    - GM Johnson and Larry will investigate getting Larry into this class.

## Treasurer Reports:

- Bill Johnson
  - o Financial Report:
    - o Operating revenue remains below budget because of the incorrect estimate of the number of meters that are being used.
    - o YTD revenue was projected to be \$440,238, and currently is \$412,401, about 6.5% low (\$27,837 less).
    - o YTD expenses are budgeted at \$387,000 and are currently \$328,00 (\$59,000 less).
      - GM Johnson gives credit to the employees for spending less, smaller staff with smaller wages.
    - o Even with the rate increase coming in April, March thru June will likely come in about \$15,000 below budget for total revenue.
    - o The District can expect the new GM cost to be around \$85,000-\$100,000 per year.
      - The district can likely afford to pay a \$70,000 salary for a new GM, but this will leave a lot less money for other expenses. The new GM needs to be forward looking and have sound financial practices to keep everything in good standing.
    - o Expect staff salaries to increase about 10% due to employee's normal raises, and licensing.
      - Expenses will likely be close to what they were budgeted at this year.
  - o Approve Financials:
    - o Director Colby made a motion to approve the invoices for payment. Director Gooch seconded the motion and it was passed unanimously by 3 ayes. (Colby, Monath, Gooch)

**OLD BUSINESS:** Consider Resolution 2018-1, accepting the CEQA documents prepared for the proposed water tank and pumping station project. (I) (D) (A)

- o Resolution cannot be considered because there are only 3 board members present.

## NEW BUSINESS:

- o Consider modifications to Policies and Procedures pertaining to the job description for the general manager's position. (I) (D) (A)
  - o Discussion as to whether we need to modify the job description at this time
    - Chairman Monath feels that it needs to be complex and well defined to refer back to, as it is now.
      - Updating the policies and procedures manual in general does need to be done soon.
      - No modification to the job description necessary currently.
- o Authorize General Manager to pay the county fee that is required when the boundary line adjustment (at Well#1) application is filed. (I) (D) (A)
  - o GM Johnson is authorized to spend up to \$5000, and this expense will be about \$2500. Check signers are ok with this.
- o Consider additional expense for the purchase of a pickup. (I) (D) (A)
  - o Chairman Monath discovered that it may be possible to purchase a brand new 1

ton, 4wd, extended cab, diesel work truck for \$50,000. This is substantially lower than the estimated \$90,000 that he thought it would cost.

- Considering the lower cost for a new truck, only a \$20,000 difference between new and used (used trucks have not had the options that we are looking for so far), Chairman Monath would like to propose that he and GM Johnson get authorization to purchase a new truck if it does not cost over \$50,000. If the cost is over that amount, a used truck will be purchased per the original plan at up to \$30,000.
  - Director Colby made a motion to purchase a new truck for up to \$50,000, or a used for up to \$30,000. Director Gooch seconded the motion and it was passed unanimously by 3 ayes. (Colby, Monath, Gooch)

**Meeting adjourned at 7:18 pm**

- **The next board meeting is 04/11/18**

Respectfully Submitted,

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Bill Johnson, General Manager

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Date

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Jerry Monath, Chairman of the Board

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Date