

MINUTES
FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
July 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, Monath; Gooch via Zoom/phone
Ontano - absent

VISITORS: Via Zoom: Brett Hendrix

PUBLIC COMMENT:

Bud Hendrickson, re: Volunteers needed for day coverage at FRM Fire Dept; wants to recruit Ops personnel, if willing/able--

- Zero cost to CSD other than loss of 'work hours'; CSD to continue to pay Volunteer for hour(s) of absence as a service to community...
- Volunteers would be released from fire ASAP to return to CSD duties; no clean up, etc.
- Volunteers would be compensated \$10/per callout by FRMVFD
- Paid training by/from FRMVFD funds
- On-Callout injury covered by FRMVFD, if release approved by CSD

Board recommended placing on August Agenda or call Special Meeting to discuss; need additional information/confirmation. Director Monath wants to speak with attorney.

- **APPROVAL OF MINUTES:** Approval of Regular Meeting Minutes for 06/16/2021. Director DeWitt made a motion to approve the Minutes for 5/12/2021. Director Colby seconded, and the motion was passed unanimously [*with correction to July's Minutes, Operations Report, bullet point 8, change water loss decrease from 22% to 37%*], with a vote of 4 ayes (Gooch, DeWitt, Colby, Monath).

COMMUNICATIONS: Contact from Tulelake said antenna on roof for Comms would help. Director Colby asked about a generator for backup if/when loss of power. GM Ray stated generator is another item District needs as cell phones do not work when loss of power; SCADA and Radios currently running on batteries.

CONSENT AGENDA: None

Chairman's Report:

Needs List:

1. Find second truck, Chairman was tasked by GM Ray, FINDINGS:
Used vehicles 2017 -2020 high priced due to microchip shortage, might as well buy new:
1-ton, new 4WD diesel, ~\$70K; \$850-900/mo. Probably good to wait a year for prices to drop
2. Jack hammer – current jack is junk per Ron, need to consider air-or-electric-powered Jack.... air-powered is more efficient than electric
Compressor - CR rec'd air compressor from Pat Nelson; Ron Shannon is checking it out, says once it's tuned up will be OK to use
3. Vac Trailer – remains tabled
4. Geological Report on proposed McArthur Well #2 received from Bonnie Lampley verifies if water drawn is equal to what is normally taken out, will have no effect on the aquifer

Parks & Recreation:

– Amber Beck

❖ General

- There is now a donation button on the website, for anyone who would like to donate to the park fund. I will send out thank you notes to anyone who is generous enough to donate. Pass on the word!

❖ Two Rivers Park

- Green Infrastructure Grant
 - The CEQA work should begin soon. Enplan is getting things organized to start the process.
 - The cost estimate has been updated, with enough money for engineering and CEQA, along with more greening elements. The amphitheater was removed but Amber will keep looking for grant opportunities for the park. The grant administrator has yet to let us know if the new cost estimate has been accepted.
- 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.
- The operators (Joe and Bill) are going to mow weeds at the park this week (with a fire hose standing by!).

❖ Fall River Lake Trail

- Lomakatsi is planning to start the trail construction very soon, and have it completed by December - January.
- The easement agreement has been drawn up
- The agreement between the CSD and Lomakatsi has been updated with the date extension of December 2022 (although the trail is expected to be completed by This December).
- Amber will work with the Stewardship Council to modify the grant agreement for the extension.

Treasurer Report:

– Amber Beck

– Overview

- June was the last month of the fiscal year! For the year, the revenue was 118% of the budgeted amount and expenses were 99%. Net income including Grant activities was \$194,488. This figure is before any real adjustment by the auditors. The actual Depreciation Expense is likely higher than what was taken out every month, but it will be adjusted in the audit.
- Revenue for June, the total Revenue was about \$67,000 which is about \$7,000 over budget for the month.
- Employee expenses were about \$32,000 which is about \$2,000 over budget for the month.
- The operating expenses were \$16,000 which is about \$2,000 under budget for the month.

– Summary

- The most notable change in the expenses this year is the PG&E total. The total increase from last year was \$15,046, which was 35% higher than was budgeted. Next year is based on this year with a 5% increase each month, which should keep us close to budget.

Treasurer Report: cont.

- Amber Beck

- Mileage went over the budgeted amount by 187%. This is just an unexpected increase because of the GM having to use their vehicle for business.
- Vehicle expense was 51% higher than budget, because the District purchased a used vehicle that needed work done.
- Maintenance & Repairs was 42% over, mainly because of problems at the Bridge St lift station, and the 3 big leak repairs. There is \$11,000 more in this line item for next year.
- Garbage fees went over by 16%. There was a lot of cleaning going on in the office and shop, which increased the expense.
- All accounts payable are up to date.

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

Operations Report:

- Bill Rodeski

System

- Our leak detection equipment has been purchased and has arrived.
- Joe and I were able to fix a customer's water flow dilemma on Long St.
- Joe and I had to lift the #2 pump at the Bridge St lift station and remove large amounts of debris - this seems to be an ongoing issue
- Cold patch has been put into place at the elementary school leak
- Joe and I were able to get a few more analog meters changed to digital this month
- The back-office cooler is installed and functional for the summer
- Our lab results came back for the #2 well. Those results are available upon request
- WATER LOSS FOR THE MONTH IS AT 1.4MG WHICH IS AN 8% DECREASE FROM LAST MONTH. TOTAL WATER LOSS IS AT 14%
- Bacti samples for the month are negative

Summary

- The Bridge Street lift station is currently our top priority
- Summertime is here and we are continuing to monitor our water use
- We still have several analog meters within the district that need to be digitally upgraded

Manager's Report:

- Cecil Ray

Grants:

1. **Airport Test Well Project:** Marx still looking for state funding
2. **McArthur Well Tank Project:** No Change in Status
3. **McArthur Wastewater Project:** Amber found Sergio's signed Engineer document on State's website

Projects:

1. **District Office:** need to get windows replaced, no exterior trim – rain damaging stucco
2. **McArthur Bulk Water Fill Station:** now has power
3. **Pit River Bridge Replacement:** No Change
4. **Leak Detection Survey:** no leaks found
5. **Solar:** in contact w/ a 'no-fee' consultant is doing analysis for District needs and sourcing packages w/in PG&E programs; these programs are projected to change in a year.
6. **McArthur Well Boost Pump and Tank Project:** on hold

Engineering Support:

1. **Engineering Services Agreement:** ... in progress. Delayed due to pump vendor response to engineer
2. **McArthur Property Tank Project:** No longer designing an elevated tank.
 - Per hydraulic modeling, is more sensible to place elevated tank in town of McArthur or close to the hospital; currently pursuing
 - Allen Driscoll has been very helpful with information, Forsgen laid much groundwork to help this District move forward and Pace will build on that
3. **Operations and Staff:**
 - Bill and Joe have both completed their OIT training
 - Goal is to have Skelly as employee by August 1st at \$500/month, for continued WW training and license
 - Amy continues to work on drawings & records for digitizing
4. **Bridge Street Lift Station #1:** Alarmed, Joe was able to stabilize for the night, then crew worked on the following day; #2 pump was pulled that was not working. They were able to repair pump; parts are on order. Once pump was installed and running, they shut it down; it wouldn't restart. They found rocks and metal in it, Ops restored pump, reinstalled, and is running again. #2 pump still has issues. Crisis diverted but not solved. *Estimated \$50-100K to restore pumps.
5. **Status of Ordered Flygt Replacement Pump /Sweden:** apparently, they are waiting for parts, estimate shipping now end of August.
6. **Water Leaks:**
7. **Parks:** See Parks Mgr Report

OLD BUSINESS:

None

NEW BUSINESS:

- Consider new customer water connections (A) (D) (I) Board OK'd 4 to 5 new 5/8" connections and such decisions were consigned to GM Ray. Any connections greater than 5/8" need to be approved by the Board. Per Amber, need to write up Policy stating requirements/limitations - to be discussed in next weeks' Policy & Procedures Meeting
 - i. GM proposed outsourcing labor for new connections with current staff observing, assisting as continued training
- Consider NEW Policy 3038 – Customer Leak Adjustments and supporting forms (A) (D) (I)
 - Director DeWitt made a motion to approve the New Policy 3038. Director Colby seconded, and the motion was passed with a vote of 4 ayes (Gooch, DeWitt, Colby, Monath).
- Consider NEW Policy 2145 – Employee Reimbursements (A) (D) (I)
 - Director Colby made a motion to approve the New Policy 2145. Director DeWitt seconded, and the motion was passed unanimously [*with amendment to redact "When applicable" from 2145.3*], with a vote of 4 ayes (Gooch, DeWitt, Colby, Monath).
- Consider new job descriptions and position for Wastewater Supervisor (A) (D) (I)
 - Director DeWitt made a motion to approve the New Policy 2145. Director Monath seconded, and the motion was passed with a vote of 4 ayes (Gooch, DeWitt, Colby, Monath).
- Consider Pay Schedule for the 2022 Fiscal Year (A) (D) (I)
 - Director DeWitt made a motion to approve the New Policy 2145. Director Colby seconded and the motion was passed with a vote of 4 ayes (Gooch, DeWitt, Colby, Monath). Effective 07/12/21.

Regular Meeting adjourned at 8:17 pm

- The next board meeting is 08/11/2021

Respectfully Submitted,


Board Chairman


General Manager