

**REGULAR BOARD MINUTES**  
**FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT**  
**REGULAR BOARD MEETING**

**October 12, 2022**

**CALL TO ORDER:**

Chairman DeWitt called the Regular Board Meeting to Order at 6:06 pm

**ROLL CALL OF DIRECTORS:**

Director's present: DeWitt, Hendrix, Colby

Absent: Kunkel

**VISITORS:** none

**PUBLIC COMMENT:** none

**APPROVAL OF MINUTES:**

- A motion was made by Director Hendrix to approve the Regular Meeting Minutes of September 14, 2022, with an edit of removing the "e" at the end of DeWitt in the Call To Order heading. Chairman Colby seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, Colby)

**APPROVAL OF EXPENSES:**

- Director Colby made a motion to Approve and pay the invoices for the month. Director Hendrix seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, Colby)

**REPORTS:**

❖ **Chairman's Report**

- None

❖ **Parks**

❖ **Two Rivers Park**

- **Green Infrastructure Grant**
  - Final Bid and Design documents will be submitted by the end of October
    - The project will be put out to bid at the beginning of 2023
      - Two Rivers West – Road, Parking area, entry gate. Both sides, interpretive signage installation
  - Weed abatement continues on the active side of the park
    - McEntire landscaping is not charging for the work they have done on the weed abatement this year. They had pledged to donate the services, and since it didn't happen last year, they honored it this year. A thank you letter will be drafted.
- **Per Capita Grant**
  - No change. Pavilion plans will begin in November

❖ **Fall River Lions Community Park**

- Estimates for the new LED ballfield lighting are due by 9/20.
  - Big Dog Electric from Alturas has submitted their estimate. They would possibly be

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able to complete the work in November.

- The willow trees have been removed
- Waiting on the remaining bounce riders and picnic tables
- Hopeful concession door and flashing will be completed by early November

❖ **Treasurers Report**

❖ *General*

- Large accounts payable for the month:
  - Aqua-Metric – AMR Software, install and annual maintenance and support: \$8,698
    - This will drastically cut down the time spent on meter reading, along with increasing accuracy, and reducing office time entering reads.
  - George Smith Logging – Removal and cleanup of willow tress at the Lions Park: \$4,000

❖ *Revenue*

- September Operating revenue was almost \$67,000 which was about \$1,000 under the budgeted amount.

❖ *Employee Expenses*

- Employee expenses were \$34,700 which was about \$500 under the budgeted amount.
  - This is the last month for any of Amy's payroll expense

❖ *Operating Expenses*

- The operating expenses were about \$22,000 which was \$3,300 under budget

❖ *Net Income*

- Net income for the month, *after* depreciation was -\$3,180 and for the year it is \$38,364

❖ **Operations Report**

- Joe has passed his water treatment grade 2 exam.
- The CSD has been awarded a grant from the USDA. This grant is for the purchase of a new vac-trailer and a 1- ton truck to accommodate the needs of the district for years to come.
- Have been in contact with several vendors in search of a new truck and vac trailer
- Meter reading software upgrade scheduled for the 20th of this month
- Two more meters have been changed out from analog to digital.
- Along with the leak at the elementary school, it appears that there is another leak located on 2nd street behind the movie theater. While no leak is ideal, neither of these leaks are putting the district in turmoil. Both leaks are a top priority and will be addressed soon.
- Winter is right around the corner. Preparations have begun to ensure the equipment and the building are winterized and secured for the cold season ahead.
- Water loss for the month is 8% (14 gpm) This is a 3% decrease from last month of 29 gpm
- Bacti samples for the month were negative

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❖ **Manager Report** (Copied from written report)

Bieber Water District: Knowing they may be short of qualified personnel due to unforeseen staffing issues I reached out to let them know we would supply emergency support if needed. Presently, they are doing fine.

Continuing Education: We expect Michael Busse, California Rural Water Association, will continue with Electrical Training at the CSD office in coming weeks.

Grants:

1. Airport Test Well Project @ Curve Street:

The final drilling bid package will be in final review with DDW and DFA this week. We are trying to be soliciting bids 27 October. I am hoping we will not be too late to drill this Fall due to cold weather.

2. FRM #1 Primary Well Infrastructure:

This application is still in review by Program Manager from email received this week.

On 08 September we submitted a grant application to Department of Water Resources (DWR) thru their Small Community Drought Relief Program to install new infrastructure for the Test Well we have yet to drill. This grant request as for \$1,949,000 for design and installation of well pump, pump house, all utilizes, tie-in water piping, site grading and development, fencing and solar array. I was encouraged to apply for this funding by Bow Reilly with SWRCB as DWR has a more responsive process than SWRCB. Although I had been informed in the past this grant may not apply to our need I was able to contact the lead person for this grant and encouraged to apply as funds were still available. With the combined effort of Paul Reuter, Amber, and myself we were able to prepare the application in 8 working days and submit it. If awarded this year a completed project could not be done until early 2025.

3. Wastewater System Expansion (McArthur) Project:

We are waiting to have a conference call with FAA as to their concerns mentioned below.

Environmental package comments from the FAA regarding treatment ponds increased inflow causing increase in water surface area relative to the airport are being addressed/discussed by Pace, Enplan (environmental consultant), FAA, and Shasta County Airport Manager. This will cause a delay in CEQA process, but hopefully FAA concerns can be resolved without major issue. The completed CEQA report cannot be submitted until all comment/concerns are addressed.

4. Water System Improvement Project:

Via Paul Reuter we have amended/reduced the scope of request as suggest by Bow.

Bow Reilly our SWRCB planning grant review person and I have been in communication. She, Paul Reuter, and I had a conference zoom on the proposed planning grant regarding the planning scope. Since we have received the DWR "McArthur Well Improvement" \$785,000 grant and have applied for a DWR Small Community Drought Relief Program \$1,949,000 design/construction grant titled "FRM #1 Primary Well Infrastructure" for infrastructure in/around the test well (yet to be drilled) we will need to adjust our proposed planning scope. The positive is we are in the application review process.

5. McArthur Well – "Well No. 1 Improvements":

We should have a grant agreement late this week or early next week from Sierra Institute. During a conference call with a grantees', I received a verbal Ashley Gilreath, DWR, we could immediately task Pace to begin the planning and design since they are our "District Engineer." I continue to work toward a combining this project with the Backup Generator Project thru RCAC.

6. Backup Generator Funding Program:

RCAC is ready to move on this project and is more than willing to combine it with the Well #1 Improvements.

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RCAC has received a signed MOU from us which added a provision we would take ownership of generator provided by this grant which will be purchased by them. Although PACE has been selected as the engineer for the project, they have yet to consummate a contract with RCAC. I hopeful we will begin soon. Sarah Krohn is the lead person with RCAC for our project.

7. Technical Assistance – Pine Grove Mobile Home Park:

This Sac State, UEI, Randy Marx administered Technical Assistance project has had funding extended. We will Zoom meet next Thursday and discuss modified scope assuming we will be able to provide increased water demand needs once the McArthur “Well #1 Improvements” are completed.

8. US Department of Agriculture (USDA)

District received a grant for a Vacuum Excavation Trailer and a HD Truck to tow same. The grant was the result of Bill Rodeski, Joseph Huston, and Amber Becks efforts to quickly prepare application and supporting documentation. Although it had a partial matching funding element this a huge asset win for the CSD. Bill will provide details in his oral/written report.

9. Technical Assistance via RCAC – Water/Wastewater Rate Analysis

Some initial options will be needing your consideration and action at this meeting.

Projects:

1. Solar/McArthur Backup Well:

Rick Maher and Chico Electric should have a signed lease agreement by the end of the week. Planning for our future need for a secondary backup well at the site Maher and I have reached a purchase Option agreement per your previous financial guidance. With this Option we will be prepared when we have the funds for land purchase and improvement construction.

2. Diamond Mapping: No Change since last month.

3. Blueprints/Record Plans/Documents: On hold until winter.

4. Office/Shop Upgrades: Received donated ROPER refrigerator/freezer.

5. Engineering Support: Continuous communication with Paul Reuter, PACE, regarding ongoing projects.

#### OLD BUSINESS:

❖ Consider Vacant Director Seat

- No new action to take

#### NEW BUSINESS:

❖ **Consider Water And Sewer Rate Options for RCAC Rate Studies**

- Board in favor of rate payers regulating their water usage to control the amount that they pay: lower monthly rate and higher usage rate.
- Recommend rate choice #1 for water.
- Recommend rate choice #2 for sewer. Lower rate and less put aside in reserves.

❖ **Resolution 2022-13 Authorizing Resolution RCAC Bridge Loan**

- Will need funding between paying engineers/vendors and getting reimbursed through grants.
- A motion was made by Director Hendrix to approve resolution 2022-13. Director Colby seconded, and the motion was passed with a vote of 3 ayes. (Hendrix, DeWitt and Colby)

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❖ **Resolution 2022-14 District Bank Account Signatories**

- Resolution replacing previously passed resolution 2022-12
- A motion was made by Director Colby to approve resolution 2022-14. Director Hendrix seconded, and the motion was passed with a vote of 3 ayes. (Hendrix, DeWitt and Colby)

❖ **Resolution 2022-15 USDA Facilities Grant Approval**

- **Application and Acceptance of USDA Grant**
- A motion was made by Director Hendrix to approve resolution 2022-15. Director Colby seconded, and the motion was passed with a vote of 3 ayes. (Hendrix, DeWitt and Colby)

❖ **Resolution 2022-16 Solar Resolution**

- Change in the maximum financing amount of resolution 2022-10 to \$300,000
- Replaces resolution 2022-10
- A motion was made by Director Colby to approve resolution 2022-16. Director Hendrix seconded, and the motion was passed with a vote of 3 ayes. (Hendrix, DeWitt and Colby)

**Regular Meeting adjourned at 7:24 pm**

Date of Approval: *November 16, 2022*

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Board Secretary, Cecil D. Ray

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Board President, Tyler DeWitt