

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

November 16, 2022

CALL TO ORDER:

Chairman DeWitt called the Regular Board Meeting to Order at 6:00 pm

ROLL CALL OF DIRECTORS:

Director's present: DeWitt, Hendrix, Kunkel

Absent: Colby

VISITORS: none

PUBLIC COMMENT: none

APPROVAL OF MINUTES:

- A motion was made by Director Kunkel to approve the Regular and Special Meeting Minutes of October 12, 2022. Director Hendrix seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, Kunkel)

APPROVAL OF EXPENSES:

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

REPORTS:

❖ **Chairman's Report**

- None

❖ **Parks**

- Two Rivers Park
 - Green Infrastructure Grant
 - Final Bid and Design documents have been submitted to the State
 - 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
 - Interpretive signs
 - Met with Ginger and Mary from the Ajumawi band about a sign for the active side of the park.
 - CalTrout is sponsoring two signs
 - Nick Riddle helped with research and wording for two signs focusing on industrial uses at the park site.
 - Per Capita Grant
 - No change. Pavilion plans will begin in November or December
- Fall River Lions Community Park

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- Contract for the new LED ballfield lighting has been awarded to Big Dog Electric from Alturas. No start date yet, but it will need to be completed by March 30, 2023
- Concession door has been replaced

❖ **Treasurers Report**

○ **General**

- Large accounts payable for the month:
 - USDA Annual Loan Payment - \$20,770
 - Money is put aside each month for this annual payment
 - JPIA Annual Liability and Auto - \$13,633.00
 - Pace Engineering – Water And Sewer Projects - \$20,318.65
 - Some will be reimbursed when grants are approved
 - Mt Shasta Engineering - \$8,435.00
 - Reimbursable through the Green Infrastructure Grant
- Water and Sewer Rate Studies
 - Both rate studies are nearly complete and will be presented at the next board meeting.

○ **Revenue**

- September Operating revenue was \$60,432 which was about \$2,000 over the budgeted amount.

○ **Employee Expenses**

- Employee expenses were \$29,952 which was about \$5,000 under the budgeted amount.
 - Employee expenses will be under budget for the rest of the year, as long as we don't hire anyone new

○ **Operating Expenses**

- The operating expenses were \$25,689,000 which was almost \$10,000 under budget

○ **Net Income**

- Net income for the year, *after* depreciation is \$31,868.69

❖ **Operations Report**

- All equipment and district buildings have been prepped and winterized
- We have a winning bid for a vac trailer. The district will soon be the proud owners of a brand-new Vermeer 800-gal unit.
- Currently looking into 1-ton trucks equipped with customized utility bed, a lumber rack and a lift gate. This process will take time; preparing for a wait time of up to 8 months
- The new meter reading software is up and running. Despite a few hiccups on our first month of reading, we are very pleased with the overall performance. The software ultimately will be a huge time saver and significantly reduce the chance of human error.

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- A rather large leak on N. Long ST in Fall River has been repaired. Residence of Long St had to go without water for approximately 16 hours over the course of a 2-day period. A section of pipe was replaced, the water line was treated with CL2, the water line was then flushed, samples were taken, and water was restored to customers as soon as possible
- The plan to finish phase 1 of our backflow testing has been delayed due to the leak on Long St and the availability of our backflow tester. This will be a priority for next month.
- Water loss for the month is 14% (18 gpm) This is a 6% increase from last month.
- Bacti samples for the month were negative

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

Water System Inspection: Terri Parham - Marchesseault, P.E., Department of Drinking Water (DDW) Water Resource Control Engineer visited the district November 15, 2022, to perform a tri-annual inspection. Terri is temporarily filling in for Mey Bunte that recently left DDW. Steve Watson remains as head of the regional department.

Upon on review of the last 2018 inspection and corrective actions that had been taken by the CSD no major deficiency were noted during the inspection. Minor corrective actions she requested will be made providing documentation back to Terri with photos when completed. All operating permits are up to date.

This positive inspection is a testament to your certified Field Staff in continuing to operate, monitor, and deliver safe drinking water to our community.

ACWA/JPIA – Our Insurance Provider: Today we (Amber, Bill, and I) had a planned visit from Robin Flint and Jeremy Sadler with JPIA to discuss Risk Assessment and where they could help us improve, prevent accidents and potential claims. The meeting was very informal and informative as to resources they have available to us to improve our tracking of the positive things we are doing and to have fallback documentation coverage should we have an incident or injury. Joseph Huston has previously completed several of their online training classes.

Continuing Education: We are still hopeful 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 has received final review approval from DDW and DFA last week. Request for Proposals on bid package is being advertised for 30 days, with Pre-Bid Meeting December 6th, and Bid-Opening on December 16th at our office. Drilling contract award will be after days of qualification, bond, and bid dollar review.

Depending upon the bid dollar amounts there may be further delays if additional funds need to be obtained thru DFA by UEI (Sac State).

2. FRM #1 Primary Well Infrastructure:

This application is still in review by Program Manager, and I will inquire if it was approved for funding after Friday December 18th when the 4–5-week review period should be complete.

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

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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:

Following a November 3rd conference call with FAA, Shasta County Airport Manager, Paul Reuter (Pace), Don Burk (Enplan) and myself the as to their concerns mentioned below.

As a result of the meeting FAA will draft a letter to Shasta County hopefully worded such that if a bird incident occurs there is some future bird monitoring method of how many and how often it happens with the intention of not requiring any mitigation measures at this time for an undocumented problem. The completed CEQA report may be able to be submitted with comments from FAA as an addendum. This process is being considered by Enplan.

4. Water System Improvement Project:

Since last month Bow Reilly informed me:

- She has taken another position within DFA
- Our Financial and Environmental packages have been reviewed with only the Technical remaining before hopeful approval for grant.
- Our project will now be handled by Lukas Moore and Mehreen Siddiqui.

From last month's report: 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) she requested we reduce the scope of the application. This modification has been done.

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

We have received a grant agreement for our signature from Sierra Institute. I review it, edited, and signed it after communicating with Zoe Watson at Sierra regarding some edits prior to signing. Hopefully, we can have a signed agreement. I continue to work toward a combining this project with the Backup Generator Project thru RCAC. I have a tentative joint Zoom meeting scheduled 22 November.

Once we have an agreement, we will need Sierra's (DWR) formal approval to contract/task Pace to do the design and contract bidding contract administration.

Regardless, with my authorization Pace has done some preliminary engineering.

Engineering site survey was conducted October 27th. Following this survey, the planned scope of work was modified after cost analysis of work we were seeking to accomplish. Paul Reuter with Pace prepared a November 8th – Technical Memo to reflect analysis, changes in scope, and revised project budget. Tech Memo is available for your review.

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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 and are waiting for us to finalize an agreement with Sierra. Sarah Krohn is the lead person with RCAC for our project.

7. Technical Assistance – Pine Grove Mobile Home Park:

Tomorrow during a Zoom call we will be discussing the Paul Reuter's, Pace Engineering, revised Technical Approach/Package that included cost estimate for planning, CEQA, design, and preparing construction funding application. Then Randy Marx, Sac State, UEI, will be tasked with revising the Work Plan of this Technical Assistance grant. Once this revision has been approved Pace can commence. This project continues to move forward.

8. US Department of Agriculture (USDA)

Final required paperwork for the Vacuum Excavation Trailer has been processed. The CSD should receive the Vac Trailer by the end of the month. The PU Truck purchase, build, and delivery process will take months.

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

You will receive copies of both these rate studies with recommendation for your review this month prior to the next board meeting. Please, contact us for any questions.

Projects:

1. Solar/McArthur Backup Well:

Although a lease agreement between Rick Maher and Chico Electric has yet to be signed, we all agree as to all details. Following a conference call with Chico Electric, Chico Electric Leasing and F & M Bank we came to a verbal agreement as to what initial security we will need to deposit with the bank and a monthly payment toward the final purchase at the end of 10 years. This agreement must be formally accepted by bank management. If approved, we will need to deposit \$12,102 in a Payment Security Account and then make payments of \$449/month into an account that will accumulate to \$53,840 after 10 years which will be our final payment to own the solar arrays. Overall, we will still have a positive cash flow in energy offsets. The funding is basically being loaned at 0.29%.

Just as a formality for the record I need your authorization to proceed under these terms.

2. Diamond Mapping: No Change since last month.

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

4. Office/Shop Upgrades: Sunshade curtains in front office.

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

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OLD BUSINESS:

-None

NEW BUSINESS:

- Appoint New Board Member
 - Mary O'Connor applied for the position vacated by Jerry Monath. Chairman DeWitt spoke with her and feels she will be a good fit.
 - A motion was made by Director Kunkel to appoint Mary O'Connor to the Board of Directors. Director Hendrix seconded, and the motion was passed with a vote of 3 ayes. (Hendrix, DeWitt and Kunkel)

- Test Well Project Drilling Bid Package
 - The project has been put out to bid
 - GM Ray signed the bid documents
 - No action needed

Regular Meeting adjourned at 6:35 pm

Submitted,

Cecil D. Ray
Board Secretary and General Manager