

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

**December 14, 2022**

**CALL TO ORDER:**

Chairman DeWitt called the Regular Board Meeting to Order at 6:05 pm

**ROLL CALL OF DIRECTORS:**

Director's present: DeWitt, Hendrix, Kunkel

Absent: None

**VISITORS:** none

**PUBLIC COMMENT:** none

**APPROVAL OF MINUTES:**

- A motion was made by Director Kunkel to approve the Regular and Special Meeting Minutes of November 16, 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
      - We have ordered the project sign and are submitting a revised budget and project scope, so we can begin getting reimbursement for any construction expenses.
  - Per Capita Grant
    - No change. Pavilion plans will begin in the next month
  - Stewardship Council Grant
    - We were informed at the end of November that the District has been awarded \$450,000 for a bathroom and other finishing amenities at the park.
      - Will finalize a scope to submit by the end of December.
      - This grant was applied for by Bill Johnson before leaving the District
- Fall River Lions Community Park
  - Playground equipment has been delivered.
    - Planning installation in the spring, along with planting of new trees.

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#### ❖ **Treasurers Report**

##### ○ **General**

- The auditors will be here December 27<sup>th</sup> and 28<sup>th</sup>. They have had to reschedule a few times.
- Reimbursement of the USDA portion for the Vac Trailer should be paid by the time of this report.
  - \$82,448.35 will go back into the Savings
- Website
  - Amber discovered a new website hosting service for water districts that provides more free content and is almost \$2,000 less per year.
  - The switch should be seamless, and the new site will be up around December 16<sup>th</sup>.

##### ○ **Revenue**

- November Operating revenue was \$53,850.56 which was about \$1,000 over the budgeted amount.

##### ○ **Employee Expenses**

- Employee expenses were \$30,357.56 which was about \$5,000 under the budgeted amount.

##### ○ **Operating Expenses**

- The operating expenses were \$23,543 which was almost \$18,000 under budget
  - The Audit expense of \$15,400 was expected in November. It will likely be invoiced in February if the Auditors do come at the end of December.

##### ○ **Net Income**

- Net income for the year, *after* depreciation is \$16,647

#### ❖ **Operations Report**

- Joseph and Bill are working to custom design a utility bed that suits the needs of the district. Will submit new bid packages to 3 fleet dealerships.
- Vermeer has delivered the brand-new vac-trailer. Joseph, Cecil and Bill were able to do a walk around as well as a demo on this unit. This will be a very valuable piece of equipment for years to come.
- Firewood that was donated last year by Jerry M. has been split and stacked in the shop.
- The Dodge pick-up has been serviced and the 1992 Ford (firetruck) has been stored at the fairgrounds for the winter.
- Potable water to the WW ponds has been shut down for the winter and the sheep have all been removed.
- Materials for the ladder guards at the tanks have been delivered to Ron Shannon. When he is finished with the build, the operators will help him with the install



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- Now signed up with Vector solutions. This will enable staff to do online training.
- Water loss for the month is 16% (13 gpm) This is a 2% increase from last month.
- Bacti samples for the month were negative

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

**Infrastructure Project Update** – At my request Paul Reuter has prepared a report as to our current on-going major project status. I realize it can be difficult tracking the multiple projects we have in process with some funded thru grants and others in application/review process. I have requested Paul to attend this meeting via Zoom to answer any questions and explain some increased CEQA costs incurred on our Wastewater Expansion project application.

At President Tyler DeWitt's request Amber has prepared a Park, Water, and Wastewater Project spreadsheet giving you a general timeline, funding source, funding amounts, applications in process, etc. Hopefully, this will assist in your understanding and comfort as we move forward.

**ACWA/JPIA – Our Insurance Provider:** Bill Rodeski and Joseph Huston continue to take on-line training classes provided by JPIA that relate primarily to safety.

**Continuing Education:** Michael Busse, California Rural Water Association, continued "Electrical Fundamentals for Water and Wastewater" training at the CSD office December 13<sup>th</sup> (yesterday). Part 2 was completed with more Parts planned in coming weeks. Again, two operators from Burney Water District attended.

#### **Grants:**

##### **1. Airport Test Well Project @ Curve Street:**

Pre-Bid Meeting was held December 6<sup>th</sup> with Arley Enloe, (Enloe Drilling), Kip Lybarger, (Project Engineer) and me attending. Bid-Opening will be on December 16<sup>th</sup> at our office. As Pre-Bid meeting attendance was mandatory Arley will be the only bidder. Drilling contract award will be after days of qualification, bond, and bid amount review. Depending upon the bid dollar amount there may be further delays if additional project funds are needed to be obtained thru DFA by UEI (Sac State).

##### **2. FRM #1 Primary Well Infrastructure:**

On November 21<sup>st</sup> I received a phone call our grant application submitted 8 September 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 had been funded. This grant request was for \$1,949,000 for design and installation of well pump, pump house, all utilities, tie-in water piping, site grading and development, fencing and solar array. Upon receipt of written confirmation, the funded amount had been reduced to \$1,140,200. Items redlined from the project were:

- Elimination of solar array
- Well House Structure (Shade Structure allowed)
- Elimination of paving
- Elimination of solar Fencing
- HVAC for Pump House
- Elimination of Interim Financing
- Elimination of all Inflation and Contingencies Allowances

On November 28<sup>th</sup> I signed the DWR Commitment Letter and returned same to DWR. I will



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continue to work to obtain funding for the pumphouse and HVAC, in my opinion, it is a major and necessary element for a complete project.

**3. Wastewater System Expansion (McArthur) Project:**

Paul Reuter will give a Zoom update tonight in addition to written previously mentioned update in your Board packet. Also included within your packet was a letter from Enplan outlining challenges faced to complete CEQA and respective increase in costs.

**4. Water System Improvement Project:**

Lukas Moore is now the lead person on this planning grant application having replaced Bow Reilly. Mehreen Siddiqui, I believe to be Lukas' superior is in the loop. Last month's report described our alteration and reduction in the scope of this application per Bow's suggestion.

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

**We have received authorization from Sierra Institute to retain Pace Engineering for this project.**

I will need your authorization to retain them per P&P. Upon your approval a project Task Order will be signed, and Pace can immediately begin working simultaneously with the related Backup Generator project mentioned below.

Since the scope of work proposed and documented in our funding agreement with DWR thru Sierra Institute is beyond funds available I have been in communication with Sierra to modify our agreement to reflect changes which we will address in the new year. One of those changes will be to include the purchase of additional adjacent lands from Maher for a future well.

**6. Backup Generator Funding Program:**

**RCAC is ready to move on this project.** Pace is under contract with them and will begin the district-wide generator needs assessment on 4 January 2023. The specific generator needs at the McArthur "Well No.1 Improvements" will be a portion of the whole assessment. Generator at this location will be the primary focus for first installation. How many generators that will be funded is unknown,

Sarah Krohn, the lead person with RCAC for this project has left RCAC and has been replaced by Hamish Kellam.

**7. Technical Assistance – Pine Grove Mobile Home Park:**

In mid-January we will resume our Zoom calls on this project. By then Randy Marx, Sac State, UEI, should have a revised Work and Technical Assistance adjusted funding in place for Pace to proceed with engineering.

**8. US Department of Agriculture (USDA)**

**Vermeer Vacuum Trailer has been delivered!!!!!!** It arrived and was demonstrated on Friday 2 December 2022. Ask Bill or Joseph to give you a tour of it in our shop.

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

Rate analysis is on our website. Board will need to authorize staff to proceed to the Proposition 218 notification and public hearing process at this meeting.

**Projects:**

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**1. Solar/McArthur Backup Well:**

The lease agreement between Rick Maher and Chico Electric for the solar array property has been signed. Following prior authorization from the Board the Option Agreement to purchase approx. 1.75 acre from Rick Maher for a future well, take ownership of District improvements presently not on District lands, and ultimately assume the Chico Electric lease has been signed by Board President, Tyler DeWitt. I am in the final stages of signing agreements as needed between Chico Electric, Chico Electric Leasing and F & M Bank in accordance with agreed to terms.

Shasta County Planning, Lio Salazar, has been most helpful regarding Solar Permits with the arrays being installed on Maher lands under the Williamson Act. Covenants had to be drafted for us to receive the solar generation benefit while not jeopardizing Maher's Williamson Act contract. Once all covenants and agreements are signed construction could begin weather permitting.

**OLD BUSINESS:**

- Update Board of Directors Status
  - There was not a board of director appointed to the vacancy left by Jerry Monath in the time allotted.
    - This seat will remain vacant until December 2024
  - Ron Colby stepped down from his seat as a director before his term ended in December.
    - Mary O'Connor has been appointed to his spot by the Shasta County Board of Supervisors. She will have her oath of office notarized and sent back to the county once it is received.

**NEW BUSINESS:**

- Current District Project/Grant Status
  - Paul Reuter from Pace Engineering joined via phone to give an update on ongoing projects that are detailed in the managers report.
    - Because of private party work being done during the sewer grant, Enplan requested about \$17,000 more to finish the environmental. It is hard to estimate how much environmental will be when starting a project, so this is not uncommon.
    - Pace can work with the District on its ability to pay these additional invoices.
      - Pace is working with the District to keep the projects going and work cohesively with each other where necessary and possible.
- Consider McArthur Sewer System Budget Increase
  - Enplan requires a budget increase up to \$17,000 to complete the environmental for the McArthur sewer system.
  - A motion was made by Director Kunkel to extend the budget by \$17,000 for the McArthur sewer system environmental. Director Hendrix seconded, and the motion was passed with a vote of 3 ayes. (Hendrix, DeWitt and Kunkel)

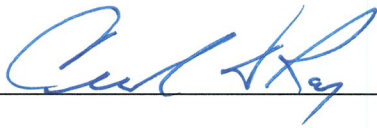


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- Consider Task Order #2022-01 DWR Well No. 1 Improvements – Pace Engineering
  - Pace Engineering task order for the work to be done on the DWR grant.
    - All within the scope of work to be done in the grant
  - A motion was made by Director Hendrix to accept task order #2022-01 Well No. 1 Improvements through Pace Engineering. Director Kunkel seconded, and the motion was passed with a vote of 3 ayes. (Hendrix, DeWitt and Kunkel)
- Consider 218 letter for distribution and schedule hearing
  - Discussed and decided to change hearing time on the letter from 5:30 to 6 pm, with the regular board meeting to immediately follow the hearing.
  - The rest of the letter was accepted by the board
    - The letter will be sent by the end of December
  - A motion was made by Director Kunkel to accept the 218 letter with a change of the time to 6PM. Director Hendrix seconded, and the motion was passed with a vote of 3 ayes. (Hendrix, DeWitt and Kunkel)

**Regular Meeting adjourned at 7:03 pm**

Submitted,



Cecil D. Ray  
Board Secretary and General Manager

Approved 1/11/2022



Tyler DeWitt  
Board President