

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

**March 15, 2023**

**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, O'Connor

Absent: Kunkel

**VISITORS:** None

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

- A motion was made by Director O'Connor to approve the Regular Meeting Minutes of 2/15/23, 218 Special Meeting Minutes on 2/15/23 and Special Meeting Minutes on 3/1/23. Director Hendrix seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, O'Connor)

**APPROVAL OF INVOICES:**

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

**REPORTS:**

❖ **Chairman's Report**

- Nothing to report.

❖ **Parks Report**

- Two Rivers Park
  - Green Infrastructure Grant
    - Erica Fielder Designs is working on the wording for the interpretive signs
    - Clarifying the right of way of the portion of Grand Rapids the is within the District property. The State wants reassurance that the county will not take "ownership" of this portion of the park. Nick Riddle is talking with the county to resolve the issue.
    - The project will go out to bid after the State approves all of the construction bid documents and the right of way issue is resolved.
      - Hoping by the end of April at the latest.
  - Per Capita Grant
    - Will fund a bathroom on active side of the park
    - Will start planning with Mt.Shasta Engineering in April
  - Stewardship Council Grant
    - Will fund a large pavilion along with other amenities and improvements on

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Watershed donated lands within Two Rivers Park.

- Waiting to hear from the SNC (Sierra Nevada Conservancy), who is taking over the grant administration for the Stewardship Council.
  - Steve Schweigerdt from the Stewardship Council is checking to see what the status is of the assignment of the project.

❖ **Fall River Lions Community Park**

- McConnell Grant
  - LED ball park lights have been installed on two poles. Big Dog Electric out of Alturas will return when the field has dried up enough for them to be on it without tearing it up.
- Burney Community Foundation Grant
  - The concrete tables are ready to be delivered and installed inside the pavilion
    - The delivery has been delayed until the week of the 20<sup>th</sup> due to weather.

❖ **Treasurers Report**

○ *General*

- We are now 67% through the Fiscal Year
- Aged payables
  - Pace IRWM Well No. 1 Improvements are being paid when reimbursed, so they will show up as past due. We are also delaying payment of the extra environmental work for the Wastewater project.

○ *Revenue*

- Operating revenue was \$52,133 which was about \$5,000 over the budgeted amount.
- Revenue is 68% of the budgeted amount.

○ *Employee Expenses*

- Employee expenses were \$30,153, which was about \$6,000 under the budgeted amount.
- Employee expenses are at 62% of the budgeted amount.

○ *Operating Expenses*

- The operating expenses were \$13,434 which was about \$6,000 under budget
- Operating expenses are at 55% of the budgeted amount.

○ *Net Income*

- Net income for the year, *after* depreciation is \$126,486

❖ **Operations Report**

- The DDW has mandated a monthly drought report from the district. Finalized the first month and anticipate that future reports will be much less daunting.
- Snow removal has been a primary focus over the last several weeks.

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- I & I has caused the lift station pumps to run a bit longer than usual, have been closely monitoring the situation.
- Joseph is currently taking a course to get his parks safety inspection certificate. He has a test scheduled for later in April.
- Early last month Bill requested and received permission from Cecil to attend a GM training summit in June. He applied for and received a scholarship to attend the summit and a workshop on opening day. The scholarship saves the district \$1100 for the summit and the workshop respectively.
- Several touch-read sensors and meter boxes have been damaged by snow plows this month, Joe and Bill have been working to find and replace those as needed. Replacement inventory on these items will be needed soon.
- Nitrate testing on the McArthur well and PH testing for both wells has been completed. Can focus on completing the CCR.
- New meters are here. Can continue replacing old meters soon.
- Water loss for Feb. is 17% (12gpm) this is a 2% decrease from last month (19gpm)
- Bacti samples for the month were negative.

❖ **Manager Report (Copied from the written Report by Cecil Ray)**

**Continuing Education:** Michael Busse, California Rural Water Association, taught “Electrical Fundamentals for Water and Wastewater” training at the CSD office and will continue as Mike is available. We are hoping to continue in April. Bill Rodeski tested and received his Water Treatment Grade 2 Operator Certificate in February 2023. Congratulations to Bill! Joe Huston is studying and should be certified to inspect our playground equipment by next month. This will add to Joe’s knowledge of leading our internal safety program.

**Administrative:**

**Bridge Loan** – Rural Community Assistance Corporation – RCAC has all documents to proceed with this loan as soon as it is requested. I am timing this request not to start before we are close to our major need for funds. Once this loan is in place, I want to immediately proceed to another so we can, again, be timely in payments as we traverse the FRM Well #1 infrastructure Project.

**LAFCO – 2021 Annexation** – As I informed you in February, we received a 2<sup>nd</sup> Notice from the State Board of Equalization via LAFCO that our 2021 annexation does not meet the submittal requirements. A bit of a surprise as we paid fees to be guided thru this process. Since we have until the end of 2023 to complete this I am looking for the most inexpensive way to provide the required land description. I will revisit as required and keep you informed. See note in Pine Grove Mobile Home Park Project grant regarding financial help for this expense.

**Grants:**

1. **Test Well Project @ Curve Street: UEI AR 6376 – TA Grant – Sac State: Grant Engineer: Randy Marx**

Randy Marx, UEI – Sac State is preparing final contract package to award drilling contract for two wells to Arley Enloe. I keep encouraging Randy to push the process. I speculate we could be drilling in June. Once drilling begins one well could be completed in approx. three weeks. Pray we find good quality and quantity water.

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2. **“Fall River Valley Well Infrastructure Project”**: DWR (Department of Water Resources):  
**Grant Manager: Nancy Snodgrass**

(I have revised the name of this project to reflect exactly how it is designated on our grant agreement. It is the same FRM Well #1 Infrastructure Project)

On last Monday 03.13.2023 I returned to DWR a draft grant agreement with minor edits by myself and Paul Reuter. This \$1,298,200 grant agreement includes a pumphouse within the budget proposed budget. We will have until 12/31/24 to complete the project. We need a successful well to build in and around.

(Since the Solar Array element of this funding request was “redlined” see my comments/actions in the Projects section near the bottom of this report).

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

The CEQA process is now in the Clearinghouse stage. The final process should be completed at your Special Board Meeting 26 April 2023 at which time the completed document will be sent to the State to complete our funding application. As per Cheng Vue, DFA, SWRCB the draft CEQA was forward to him has been view internally and we have made some comments which were addressed in final document. We remain hopeful in 6-12 months we will have a construction grant. As soon as we have a grant agreement Pace can be on the ground starting the design during good-weather seasons.

4. **Water System Improvement Project:**

Lukas Moore SWRCB is now the lead person on this planning grant application.

Mehreen Siddiqui, I believe to be Lukas’ superior is in the loop. We have not heard from Lukas for 6 weeks, so I have reach out to him. I suggested receipt of Planning Grant funding in the last quarter of 2023 would be good for us. We wait too here.

5. **McArthur Well – “Well No. 1 Improvements”**: Sierra Institute/DWR, Lead Person: Zoe Watson

Pace Engineering as the engineers on this project for us and the Backup Generator project for RCAC district-wide have prepared preliminary design drawings. Design will include an on-site permanent backup generator (see comments in Backup Generator below). Knowing a generator will be included Pace will proceed to finalize a combined design, specs, and bid package with each grant funding the portion applicable to the appropriate grant.

At the end of last month, we submitted our third payment request which with previous requests totals \$54K+ to Sierra/DWR along with our third Progress Report. These monthly requests will continue as we receive Pace and contractor invoices for the project. Progress Reports will be submitted monthly as opposed to quarterly as originally required in grant agreement.

6. **Backup Generator Funding Program**: RCAC Grant Lead Person: Hamish Kellam

Bryan Gentles, EE, with Pace conduced a district-wide on-site generator needs assessment on 4 January 2023. The Report has been reviewed and Hamish, RCAC, has informed us funding via SWRCB/SADW (Safe and Affordable Drinking Water Fund) will be for generators at McArthur Well #1 and the District office along with

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design for both. I am trying to get a permanent one at the office, but now it is funded as a portable. I have sent a plea to Hamish for same. We should be able to proceed with McArthur Well Improvement project design now that we know a generator at that site will be funded outside our DWR grant for improvements to the McArthur Well.

**7. Pine Grove Mobile Home Park: UEI AR 6644 – TA Grant – Sac State: Grant Engineer: Randy Marx**

Randy Marx, Sac State, UEI, is revising the project Work Plan based on last Zoom meeting and revised project scope, labor rates, Tasks included in project. We have been able to include a Task to assist us with our annexation submittal deficiency since Pine Grove was included in that annexation. This is a planning, design, and **construction funding application** grant only. Pace Engineering is under contract to UEI for this effort.

**8. Equipment Purchase - US Department of Agriculture (USDA)  
**A Ford F450 4X4 Chassis is on order.****

Chassis delivery as estimated to be from 4-12 months. As of yesterday, no "build" date has been established. Per Scelzi service body salesman once we decide service body configuration specification and agreed price, they will begin design drawings (2-3 months). Scelzi must receive the chassis from Crown Motors before they build the body which takes 12-14 weeks. Material/supply chain issues and orders preceding us impact the whole process. We may have a 2024 Ford instead of a 2023 by the time we get it built.

**Projects:**

**1. Solar/McArthur Well:**

Chico Electric began install 13 February. On 23 February approx. one-half of solar panels were installed, all steel vertical posts for array installed, and underground conduits are installed from array to pumphouse. Snow storms and wet weather prevented further progress. CE will assume installation as soon as weather permits.

**2. Solar - "Fall River Valley Well Infrastructure Project"**

Chico Electric has prepared an application for 33KW of solar at this site under the same PGE program we have at the McArthur Well site. CE and I have met with PGE representative to establish a new service meter at the site. A source location and path for the power has been established. Through CE I am seeking a 90-120 grace period before we must pay a service application fee. Without the service meter commitment PGE will not accept our solar application as valid.

This entire process is assuming we drill an acceptable quality and quantity well at the site. If this does not happen, we will be facing more challenges.

**3. Pit River Bridge – Easement Negotiations with Shasta County**

I have responded to the County's opening offer with a letter requesting they reanalyze the "construction/contractor" dollar value as opposed to their use of other sites if we decline their request for a temporary construction easement on District property. Mary Rickert was cc:'d on the letter. She has reached out to me to arrange a meeting with her, I, and Al Cathey, new Director of Public Works, to discuss. I will keep you informed.

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4. **Diamond Mapping:** No activity
5. **Blueprints/Record Plans/Documents:** Some activity
6. **Office/Shop Upgrades:** New front office document shredder.
7. **Engineering Support:** Continuous communication with Paul Reuter, P.E. (President/Managing Engineer); Bryan Gentiles, P.E. (Electrical); and Paige Cibart, P.E. (Civil) at PACE regarding ongoing projects.

**OLD BUSINESS:**

- o Consider Cost of Living Adjustment for the 2023-2024 Employee Pay Schedule
  - Chairman DeWitt feels the District has competitive wages
  - Because of inflation costs Director Hendrix and O'Connor would like to see what 1, 3 and 5% will look like.
    - Amber will get numbers together and they will meet to consider a recommendation for the April board meeting.

**NEW BUSINESS:**

- o Consider Candidates for the Shasta LAFCO Official Ballot
  - The board concurred that Fred Rynus would be a good board member considering his knowledge and the fact that he is from Burney and would be more accessible.
- o Director O'Connor made a motion to vote for Fred Rynus for the Shasta LAFCO board. Director Hendrix seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, O'Connor)

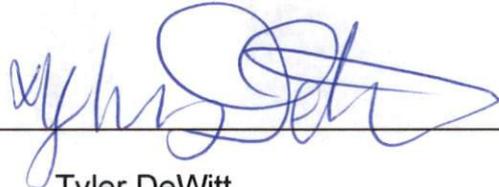
**Regular Meeting adjourned at 6:55**

Submitted,

Approved 4/12/2023



Cecil D. Ray  
Board Secretary and General Manager



Tyler DeWitt  
Board President