

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

**May 17, 2023**

**CALL TO ORDER:**

Chairman DeWitt called the Regular Board Meeting to Order at 6:09 pm

**ROLL CALL OF DIRECTORS:**

Director's present: DeWitt, Hendrix, Kunkel, O'Connor

Absent: None

**VISITORS:** None

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

- A motion was made by Director Kunkel to approve the Regular Meeting Minutes of 4/12/23 and Special Meeting Minutes of 4/26/23. Director Hendrix seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, Kunkel, O'Connor)

**APPROVAL OF INVOICES:**

- Director Kunkel 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 4 ayes (DeWitt, Hendrix, Kunkel, O'Connor)

- **REPORTS:**

- ❖ **Chairman's Report**

- After closed session in April, Director Kunkel expressed concern over the contract amendment that had been passed. Because of this, the amendment has been edited and will be discussed during a closed session tonight.

- ❖ **Parks Report**

- Two Rivers Park

- Green Infrastructure Grant

- Erica Fielder Designs is working on the interpretive signs
- The county provided us with a letter regarding the right of way issue on Grand Rapids.
  - The letter has been submitted to the state
- The project was put out to bid on May 4<sup>th</sup>.
  - There is a job walk and meeting on the 17<sup>th</sup> of May
  - The bids will be accepted until 5pm on May 31<sup>st</sup> and opened at that time.
- Operations has been working on restoring water and sewer service to the park.
- Benches and table have been ordered but are not expected until late fall

- Per Capita Grant

- Will fund a bathroom on active side of the park

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- Will start planning with Mt Shasta Engineering as soon as possible.
- Stewardship Council Grant
  - Will fund a large pavilion along with other amenities and improvements on Watershed donated lands within Two Rivers Park.
  - Submitted a proposal for an extra \$100,000 which would make this a \$550,000 grant
  - Work has not begun
- ❖ Fall River Lions Community Park
  - McConnell Grant
    - The LED lights have been installed at the park
      - Intermountain Little League plans to play Friday night games at the park!
    - Operations will be installing the spring riders and musical instrument
    - Two sycamore trees have been purchased from Valley Hardware and will be planted after the stumps are removed
      - Loni Blunt will be removing the stumps in the next couple weeks
  - Burney Community Foundation Grant
    - All work has been completed for this grant!
    - New tables and mulch for the playground. More mulch was ordered to be placed later this spring.
- ❖ **Treasurers Report**
  - **General**
    - ***We are now 83% through the Fiscal Year***
    - Budget
      - The budget for next fiscal year will be reviewed by the budget committee for approval at the June board meeting. It will be send out to ALL board members to review for comments before the meeting.
  - **Revenue**
    - Operating revenue was \$67,210 which was about \$8,500 over the budgeted amount.
    - Revenue is 83% of the budgeted amount.
    - This percentage will likely be going up for the last 2 months of the fiscal year, with rate increase.
  - **Employee Expenses**
    - Employee expenses were \$31,722 which was about \$13,000 under the budgeted amount. The big difference is because April was calculated with 3 paydays. This does not effect the annual budget, just makes it look really off for this month.
    - Employee expenses are at 76% of the budgeted amount.
  - **Operating Expenses**
    - The operating expenses were \$16,588 which was about \$3,700 under budget

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- Operating expenses are 66% of the budgeted amount.
- **Net Income**
  - Net income for the year, *after* depreciation is and Grant activities is \$140,066
- ❖ **Operations Report**
  - Joseph has passed his Playground safety test.
  - Picnic tables have been moved and placed at Lions Park.
  - The two rivers park job is ongoing trying to get water there and find all the sewer clean outs. The sewer line has been found.
  - Got meter boxes and lids from cook concrete.
  - CCR is done.
  - EAR is done.
  - Drought report for march is done.
  - Got firewood.
  - Changed what sewer pond we are sending effluent to.
  - Joseph and bill are studying to get their CDL permits.
  - Fixed a leak at the lion's park so now the water is on.
  - Water loss for the month is undetermined because of estimated usage for Fall River in April
  - Bacti samples for the month were negative.

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

**General Comments:**

**Continuing Education:** Michael Busse, California Rural Water Association, taught the 5th class of “Electrical Fundamentals for Water and Wastewater “at the CSD office on Wednesday 17 May.

I attended a State of California grant funding webinar on 4 May looking for project funding. Specifically, the Pit River Bridge waterline replacement. I am working on some leads.

**Administrative:**

**Bridge Loan – NO CHANGE** -Rural Community Assistance Corporation – RCAC – Waiting to initiate once we need major funds for the McArthur Well Improvement Project.

**LAFCO – 2021 Annexation – No Change** - Pine Grove Mobile Home Park Project TA grant Work Plan has been amended to include funding to help cover costs to properly prepare an annexation submittal to the State Board of Equalization by end of this year.

**Grants:**

1. **Test Well Project @ Curve Street:** UEI AR 6376 – TA Grant – Sac State: Grant Engineer: Randy Marx  
A contract has not been awarded to drill the well. Randy Marx, UEI – Sac State is still seeking DFA funding approval as Work Plan/Budget has been modified, again. UEI contract with driller should follow shortly. I speculate we could be drilling in July.
2. **“Fall River Valley Well Infrastructure Project”:** DWR (Department of Water Resources): Grant Manager: Nancy Snodgrass  
**No Change** - On 17 March 2023 we executed a final DWR grant agreement for \$1,298,200. On 3 April 12, 2023, a “kickoff” Zoom meeting with Nancy (via Zoom), multiple Pace staff and me was held at Pace Engineering offices. A process for reimbursement was established. Design is basically on hold until the well is completed. Our initial reimbursement request for engineering expenses to date will be sent to

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DWR in the next few days along with the initial Progress Report from Pace on the project.

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

Paul Reuter, Keith Krantz with Pace, and I attended an opening information exchange meeting with several CalTrans personnel in Redding Friday 5 April to discuss the planned project and planned encroachments along Hwy 299. They were appreciative of our wanting to open dialogue early as this will be a major project for them considering the miles of highway involved. Keith asked if a couple individuals he had work with on past projects might be able to be brought into the project for review and interface. They were open to this suggestion and wanted to keep the project as “local” as possible. CalTrans reviews and approvals could potentially be the critical path to get the project to bid.

Project CEQA with all finalizing requirements will be filed on FFAST early next week. We remain hopeful in 6-12 months we will have a construction grant.

4. **Water System Improvement Project:**

**No Change** - We have received inquiries from Lukas Moore SWRCB, lead person, on this planning grant application to clarify some items on our application to which we through Pace have responded. At least our application is being actively reviewed.

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

Zoe is in the final stages of preparing our grant agreement amendment. Hopefully we will receive it within a couple weeks.

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

Hamish is leaving RCAC. He continues to work to get this grant finalized. Design on the Well Improvement Project is waiting for confirmation the backup generator has been funded.

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

Randy Marx, Sac State, UEI, has revised the project Work Plan for the project including some funding for the Pine Grove Park annexation submittal issues. Randy must finalize an expanded scope contract with Pace. We Zoom meet again on 18 May to discuss progress.

7. **Equipment Purchase - US Department of Agriculture (USDA)**

**A Ford F450 4X4 Chassis is on order.**

Now that the finalized service body has been determined. I am presently finalizing the specification for bidding

**Projects:**

1. **Solar/McArthur Well:**

The installation is complete, on-line, accepted by PGE, and in the net metering program as 16 May. Amber and I are finalizing paperwork with F&M to start making payments.

**Solar - “Fall River Valley Well Infrastructure Project”**

**No Change** - 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. Currently all indications are we are in a good acceptance position with PGE. They have received more applications than their staff can process timely, thus, they appear to be modifying internal policy.

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

I continue to look for grant funding for pipeline design and construction funding.

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3. **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 Appoint Committee Members
  - New Committees are:
    - Policies and Procedures: Director Kunkel and Director Hendrix
    - Finance: Director Hendrix and Director O'Connor
    - Parks and Rec: Director Kunkel and Chairman DeWitt

**NEW BUSINESS:**

- None

**Regular Meeting adjourned at 6:33**

**Closed Session**

- o Employee Contract Negotiations
  - Ammendment to GM Contract for Cecil Ray as follows:

This General Manager Employment Agreement Amendment #1 (hereinafter, "Agreement") is made on this day of May 17, 2023, by and between Fall River Valley Community Services District. A community services district formed under California Government Code Sections 61000, et seq. (hereinafter, "District"), with a principal place of business at 24850 3rd Street, Fall River Mills, California 96028, and Cecil D. Ray (hereinafter "Employee").

**ARTICLE ONE**

**TERM OF AMMENDMENT**

**1.01** This Agreement Amendment will be effective on the 1<sup>st</sup> day of April 2023, and will continue in effect for the duration of the original Agreement or unless terminated earlier as provided within original agreement. District and Employee may extend this Agreement with this Amendment for up to an additional one (1) year, upon mutual agreement.

**ARTICLE THREE**  
**COMPENSATION**

**3.01** District will reimburse Employee for all reasonable expenses incurred in performing services under this Agreement in accordance with the District's Policy and Procedures Manual. Employee acknowledges receipt of the aforesaid District Policy and Procedures Manual and has read and understands the terms thereof. (This clause is in the original agreement. The following clauses are additions)

**3.02** District will furnish Employee with fuel card for daily personal vehicle business

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travel within Fall River Valley boundaries. Mileage will be monitored by the Board per Ed Staub monthly invoice with a 30 (thirty) gallon maximum per calendar month. Business travel outside this area will be reimbursed per District policy.

**3.03** District will compensate Employee with a \$300.00 (three hundred dollars) stipend each month for:

- Personal Vehicle, Internet, and Cell Phone usage

**ARTICLE FOUR**  
**OBLIGATIONS OF EMPLOYEE**

**4.01** The Employee will maintain the required Drinking Water and Wastewater Certifications, and all continuing education needed to keep certification valid will be paid for by the District. (This clause shall be removed from the original agreement.)

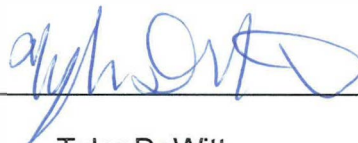
- ▶ The full board approves the contract amendment by a vote of 4 ayes (DeWitt, Hendrix, Kunkel, O'Connor)

Submitted,

Approved 6/14/2023



Cecil D. Ray  
Board Secretary and General Manager



Tyler DeWitt  
Board President