

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

January 17, 2024

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

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

Director's absent: None

VISITORS: Tamara Lopez

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- ❖ A motion was made by Director O'Connor to approve the regular board meeting minutes from 12/15/2023 with the correction of replacing Kunkel with Hendrix in the Roll Call of Directors Present. 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)

- ❖ **Chairman's Report**

- None

- ❖ **Parks Report**

- Two Rivers Park

- The Interpretive signs have arrived.
 - Everyone involved did a wonderful job, and they are beautiful.
 - Installation will be dependent on the progress at the park
 - The two West side signs will be installed in early spring and a ribbon cutting ceremony will be planned where we can unveil the signs and trail.
- Plans continue for the Pavilion and Bathroom to be constructed in the spring.
 - We received an estimate from Romtek for the Pavilion (including delivery), and installation, which is within the grant budget.
- Waiting to hear about the additional \$100,000 grant for the park.
 - The Stewardship Council is in the process of transferring their remaining funds to the Sierra Nv. Conservancy, who is handling our current \$450,000 Enhancement Grant (which is funding the Pavilion among smaller things).
 - They will determine who gets the remaining funds.
- A request for \$76,013 was submitted for reimbursement to the CA Natural Resources Agency for the Green Infrastructure Grant.
 - The advance of \$95,000 for the construction at Two Rivers West had to be reconciled

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before we could submit another request. Because all transactions must be cleared through the bank before they are reimbursed, it requires up from payment by the District.

- The \$76,013 will go directly back into the operating account when received.

○ Fall River Lions Community Park

- It was brought to our attention that PG&E owns the Lions park. There was likely a long-ago agreement between the District and PG&E, but neither of us has it.
 - PG&E has sent a license agreement for us to continue running the park as usual
 - The District may get reimbursement for the willow tree removal, since it was on PG&E property
 - The process will likely take some time

❖ **Treasurers Report**

○ **Revenue**

- Operating revenue was \$58,569, which was about \$8,000 under the budgeted amount.
 - At 50% through the fiscal year, the budget is still on track with Operating Revenue at 49%.

○ **Employee Expenses**

- Employee expenses were \$44,369, which was about \$4,000 under the budgeted amount.
 - There were 3 payroll dates in December

○ **Operating Expenses**

- The operating expenses were \$27,645 which was almost \$12,000 over budget.
 - This was due to the Auditing invoice being paid (which was budgeted for in November)

○ **Summary**

- Net income for the year, *after* depreciation and Grant activities is \$99,712

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

- The shop has been cleaned and organized.
- Our state required Asbestos sample has been completed and reported to the state.
- Due to a transducer malfunction on storage tank #1, we had an overflow which caused a significant water loss. The issue seemed to be an anomaly and seems to be operating correctly. The overflow caused a wash out to the road below the tank which has been repaired. We adjusted the SCADA setting on the tank to prevent any future issues.
- Burning has begun at the ponds. We still have more to get through and will continue to burn when the weather permits.
- The wastewater report for the 4th quarter has been completed and sent to the state.
- Joseph has completed his wastewater OIT and is officially a state licensed wastewater operator.
- The disinfection plan has been updated and is posted in the office.
- At the time this report is being read, we should have our new company truck here.
- Meter lids are being replaced.

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- Operators are back to studying for new certs. Joseph is working to acquire his D-3 and Bill is focusing on becoming certified in backflow prevention. Both operators are working on the class A drivers' permit.
- Fire Hydrants have been flushed, and meters have been read and the drought report is completed.
- Water loss for the month was 11 GPM, this is a 6% change from last month.
- Bacti samples for the month were negative.

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

○ **General**

- **Bridge Loan** -Rural Community Assistance Corporation – RCAC – I was in communication with Mike Archer today regarding this loan. Once we update some previous submittals to him, we can proceed in initiating this bridge loan to handle our timely payments to the successful bidder for the McArthur Well Improvement Project while we wait for grant reimbursements.
- **LAFCO – 2021 Annexation** – This annexation is complete with the State Board of Equalization and the LAFCO Board. We may be able to obtain some reimbursement for our costs from Shasta County since we annexed parcels that are owned by the County. I will follow-up on that possible.
- George Williamson has retired as Executive Director of Shasta LAFCO. I have not met his replacement.

○ **Grants**

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

- As of 13 December 2023 the 8 “casing has been installed. Screened casing from approx. 650 ft – 550 ft with solid casing above that to 3 ft above the surface. The screened section has been surrounded with a sized gravel filter pack. 3-5 ft above this gravel is a bentonite seal upon which a grout concrete was placed around the solid casing to the surface (approx. 17 yards of concrete
- The well requires further development using an installed submersible pump.
- Twice the contractor's generator for pump power has failed. As of today, the generator is offsite for repair. Development will resume as soon as possible

○ **“Fall River Valley Well Infrastructure Project”: DWR (Department of Water Resources): Grant Manager: Tara George -**

- The design has stopped until the well drilling and testing is completed

○ **Wastewater System Expansion (McArthur) Project:**

- Following recent publication of an article by Craig Harrington in the Inter-Mountain News mailers requesting return of “Letter of Intent” to connect to the new sewer were mailed. We have received approx. 15 responses to date. We will monitor this as we plan our next steps seeking support for the project. Another “Town Hall” may be needed.

○ **Water System Improvement Project:**

- Changes: Project has now been moved to Small Community Drinking Water Unit
- New Project Manager: Francine Fua
- This planning grant is on track to have an agreement in place in 3-4 months.

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- **McArthur Well – “Well No. 1 Improvements”:** DWR, Lead Person: Ashley Gilreath with AnnMarie Ore as her direct Supervisor
 - New funding Agreement to complete the design and construction of this project was executed on December 12, 2023, for \$710,579. 90% design plans are in review and the goal is to have 100% plans and ready for bidding by the end of January. I will be meeting with Pace engineers for my final comments/edits this Friday in Redding.
 - McArthur Well Improvement and combined design with this generator is proceeding. 90% Electrical Design is completed.
- **Pine Grove Mobile Home Park: UEI AR 6644 – TA Grant – Sac State: Grant Engineer: Randy Marx**
 - UEI has contracted internally within Sac State to have property owners within the triangle of Lewis Rd, Williams Rd and Hwy that lie outside the PGMHP to find out if they want to connect to the FRVCSD water system if it was offered to them. Depending upon their response this may expand the scope of the project. Pace Engineering is under contract with UEI to proceed with the design once the scope of the project is defined from this survey. I have a Zoom call tomorrow to progress finalizing consultant contracts.
- **Equipment Purchase - US Department of Agriculture (USDA) Partial Grant Funded**
 - The new F-450 Ford Service Truck was delivered last week. This purchase effort working with USDA and multiple bidders/vendors has taken over a year. It is in the West end of the shop if you want to examine it.
- **Projects**
- **Solar/McArthur Well:**
 - Operating as designed. Maybe in the summer with assistance from CalFire crews we can install weed fabric and gravel under the panels to eliminate weed control.
- **McArthur Well IH Standby Engine Rehab:**
 - Rehab Continues – Via some former maritime contacts we had an engine exhaust piping insulation blanket package donated to us by the Honolulu Shipyard. At the end of the rehab, we will install them. Plumbing the supply and discharge cooling water continues slowly due to more pressing needs for my time.

OLD BUSINESS:

- None

NEW BUSINESS:

- ❖ Consider new Director to fill seat left vacant by Director Kunkel
 - One community member applied to fill the remainder of the term that ends December 2024.
 - Director Hendrix made a motion to appoint Tamara Lopez to the FRVCSD Board to fill the seat left vacant by Cherie Kunkel. Director O’Connor seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, O’Connor)

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- ❖ Consider closing Plumas bank safety deposit box
 - The board doesn't feel this is necessary, as there is nothing of substance kept in the box.
 - Director Hendrix made a motion to close the safety deposit box at Plumas Bank. Director O'Connor seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, O'Connor)

- ❖ Resolution 2024-01 Updated signers for the Plumas bank accounts
 - Director Kunkel is a signer on the bank accounts and needs to be removed.
 - Director Hendrix and Chairman DeWitt will remain signers.
 - They will need to go to Plumas and sign a new signature card.
 - Director O'Connor made a motion to pass Resolution 2024-01 to update the signers on the Plumas bank accounts. Director Hendrix seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, O'Connor)

- ❖ Consider amended Pre-Approved Invoice List
 - Microsoft 365 business is now being used and needs to be added to the pre-approved list
 - Abila MIP Cloud is now being used and needs to be added to the pre-approved list
 - Both are being billed monthly but Amber is going to try to get them switched to an annual payment which cuts down on time spent entering and paying invoices each month.
 - Director Hendrix made a motion to approve the amended Pre-Approved invoice list. Director O'Connor seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, O'Connor)

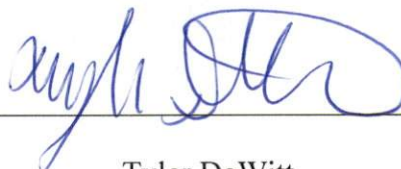
- ❖ Discuss the California Uniform Public Construction Cost Accounting Act and the benefits of opting in
 - A list of FAQ is provided in the board packet for the Directors to review.
 - Will allow work costing \$60,000 or less to be performed by purchase order, District workforce or contract.
 - Allows for an informal bidding process of projects \$200,000 or less – expediated contracting for projects.
 - District can withdraw from the act at any time.
 - Opting in will require the District to pass a resolution and file a copy with the State Controller's Office.
 - The resolution will be added to the February board agenda for approval.

Regular Meeting Adjourned at 6:40 PM

Submitted,



Cecil D. Ray
Board Secretary and General Manager



Tyler DeWitt
Board President