

# AGENDA

## FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING

January 17, 2024, at 6:00 PM

District Office, 24850 Third St., Fall River Mills, CA 96028

### Mission:

The Fall River Valley CSD is committed to providing quality municipal services to the residents of the Fall River Valley in a reliable, professional, cost effective, and environmentally conscious manner.

### CALL TO ORDER

### ROLL CALL OF DIRECTORS

**PUBLIC COMMENT:** Any member of the public may address the Board relating to any matter within the Boards' jurisdiction that is NOT on today's agenda. Pursuant to the Brown Act (Govt. Code Section 54950 et. seq.) action or Board discussion cannot be taken on public comment matters other than receive comments and, if deemed necessary, to schedule the matter on a subsequent Board Agenda.

(A) Action Item

(D) Discussion Item

(I) Information Item

**APPROVAL OF MINUTES:** Approval of Minutes for Regular Meeting on 12/15/23 (D) (I)

(A) **COMMUNICATIONS:** None

**CONSENT AGENDA:** None

### REPORTS:

Chairman Report: Tyler DeWitt

Parks & Rec Report: Amber Beck

Treasurers Report: Amber Beck

**Approve Invoices (I) (D) (A)**

Operations Report: Bill Rodeski

Manager Report: Cecil Ray

### OLD BUSINESS:

- None

### NEW BUSINESS:

- Consider New Director to Fill Seat Left Vacant by Director Kunkel (D) (I) (A)
- Consider Closing Plumas Bank Safety Deposit Box (D) (I) (A)
- Resolution 2024-01 Updated Signers for Plumas Bank Accounts (D) (I) (A)
- Consider Amended Pre-Approved Invoice List (D) (I) (A)
- Discuss the California Uniform Public Construction Cost Accounting Act and the benefits of opting in. (D) (I) (A)

### ADJOURNMENT OF MEETING

Next Regular Meeting February 14, 2024

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

**December 15, 2023**

**CALL TO ORDER:**

Chairman DeWitt called the Regular Board Meeting to Order at 3:06 pm

**ROLL CALL OF DIRECTORS:**

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

Director's absent: Kunkel

**VISITORS:** None

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

- A motion was made by Director O'Connor to approve the Regular from 11/15/2023. 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 Cal fire Intermountain Camp work crew worked on the West side of the park removing dead and downed trees along with excess brush.
  - Deer have been seen bedding down in the area that they cleaned up, which is a great sign. The Shasta Land Trust approved of the work they were doing and wanted to ensure that the wildlife would still have areas to bed down and nest.
- The road, parking area and trail are now complete at Two Rivers West
  - Recommendations for a new name for the west side of the park are appreciated.
    - Should we put this out to the community? Naming contest or just suggestions?
- Benches were installed on the active side of the park, along with a trash receptacle and picnic table in the parking area.
- The Interpretive signs are in production and should be shipped out in the next couple of months.
  - Installation will be dependent on the progress at the park
- Plans continue for the Pavilion and Bathroom to be constructed in the spring.

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

- Waiting to hear from the Stewardship Council on the addition \$100,000 grant for the park.
- 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

❖ **Treasurers Report**

- **Revenue**

- Operating revenue was \$65,193 which was about \$1,000 under the budgeted amount.
  - At 42% through the fiscal year, the budget is still on track with Operating Revenue at 42%.

- **Employee Expenses**

- Employee expenses were \$32,671, which was about \$1,600 under the budgeted amount.

- **Operating Expenses**

- The operating expenses were \$17,470 which was about \$19,000 under budget.
  - The expense for the audit was on the November budget, but the invoice will be on the December books.
  - The Work Comp is now being covered by JPIA and billed on a quarterly basis. The first invoice was paid in November for \$1092.67.

- **Summary**

- Net income for the year, *after* depreciation and Grant activities is \$106,270

❖ **Operations Report**

- **System**

- The 2" water line for Two Rivers Park has been installed and an operations drawing has been completed and sent out to the engineer.
- Sitting benches and trash receptacles have been set along the trail and at the parking area for Two Rivers Park.
- All the firewood that we received from the Two Rivers Park trail upgrade has been processed and is piled and covered up for the year at the tanks.
- Joe and Bill helped Mayers treat and test their water located at the pit 1 housing facility.
- The John Deere tractor is back at the shop in anticipation of the snow.
- The surface water report for the intake has been completed and sent to the state.
- The headworks have been cleaned and, weather permitting, Joe and I are looking to burn sometime within the next couple of weeks.
- The Vac-trailer and the backhoe have been covered with tarps to prevent weather damage and/or freezing. We are looking for a winter storage location for these items that we can easily access in an emergency.

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

- Meter lid inventory has arrived, and we are working to replace damaged lids as we find them.
- Fire Hydrants have been flushed, and meters have been read and the drought report is completed.
- Water loss for the month was 9 gpm this is a 0% change from last month
- Bacti samples for the month were negative.

❖ **Manager Report**

○ **General**

- **LAFCO – 2021 Annexation** – Gregory Engineering via sub-contractor Shasta Land Surveying delivered the metes and bounds description of the annexation area which has been forward to George Williamson at LAFCO. George will prepare the Certificate of Completion and Board of Equalization Filing Form. Formally it may need to be presented to the LAFCO Board at their December meeting, but it is done after several years in process.

○ **Grants**

- **Test Well Project @ Curve Street: UEI AR 6376 – TA Grant – Sac State: Grant Engineer: Randy Marx**As of 1:00 PM today 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). This grout placement was observed by Nate Moore, Shasta County Environmental Health and Kip Lybarger, Altec Engineering. The concrete cured 14 Dec for 24 hours+. Today the well is being surged with compressed air to develop and clear the well with both Lara Brown, Hydrogeologist – Lawrence and Associates and Kip Lybarger attending which should be accomplished in about 8 hours.
  - The plan is to set the test pump on Monday and start pumping on Tuesday
- **“Fall River Valley Well Infrastructure Project”:** DWR (Department of Water Resources): **Grant Manager: Tara George** -
  - Tara made a site visit on 8 November to discuss grant project progress, observe well drilling and interface with Pagie Cibart, Pace’s lead engineer on the well infrastructure project and me. This interface was good for us to meet, allowing her to obtain a visual as to what we want to build from PGE power source location through water connection to our distribution system. The design has stopped until the well drilling and testing is completed.
- **Wastewater System Expansion (McArthur) Project:**
  - We are in communication with Craig Harrington (Inter-Mountain News) to write an informational article about the Sewer Expansion Project to inform the public that we will be sending mailers seeking their support, making phone calls, and knocking on doors to achieve the same. My goal is to have this start happening before the end of November.
  - The real property in McArthur for the sewer project lift station and construction staging area has been purchased and the deed recorded 31 October 2023.

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

- **Water System Improvement Project: -**
  - **Changes: Project has now been moved to Small Community Drinking Water Unit**
  - **New Project Manager: Francine Fua, With Jody Hack (my assumption) as Unit Head**
  - Per my last communication with Francine she stated, “As of right now, the Agreement is with contracts ready to draft.”
  - I am hopeful this can be done in a month. I will keep inquiring.
  
- **McArthur Well – “Well No. 1 Improvements”: DWR, Lead Person: Ashley Gilreath with AnnMarie Ore as her direct Supervisor**
  - New funding Agreement is in the last stages of formatting, and I am hopeful we will see it signed in December.
  
  - **Backup Generator Funding Program: RCAC Grant Lead Person: Andrew Reynolds (NEW)**
    - McArthur Well Improvement and combined design with this generator is proceeding. 60% Electrical Design is completed.
  
- **Pine Grove Mobile Home Park: UEI AR 6644 – TA Grant – Sac State: Grant Engineer: Randy Marx**
  - UEI is contracting 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. I have a Zoom call tomorrow to progress finalizing consultant contracts.
  
- **Equipment Purchase - US Department of Agriculture (USDA)**
  - Chassis has been delivered to Scelzi and Service Body is under construction. Exact delivery date unknown.

**OLD BUSINESS:**

- None

**NEW BUSINESS:**

- ❖ **Wastewater Project Community Outreach**
  - The board approves of the cover letter and letter of intent to send to the residents affected by the sewer expansion project.
  - Amber will send out the mailing to residents in January 2024

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

**Regular Meeting Adjourned at 3:30 PM**

Submitted,

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Cecil D. Ray  
Board Secretary and General Manager

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Tyler DeWitt  
Board President

DRAFT

# Parks Report

January 17, 2024

## ❖ 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 before we could submit another request. Because all transactions must be cleared through the bank before they are reimbursed, it requires up front 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

For December 2023

## ❖ **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

Submitted by,  
Amber Beck  
Board Treasurer



# OPERATIONS REPORT 01.17.24

## ❖ System

- 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 4<sup>th</sup> 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.
- 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.

## ❖ Summary

- Our goals for the month include .
- Burn barrels of debris at the ponds.
- We need to find winter homes for all equipment that doesn't live in the shop.
- Meter and lid replacement
- Attend class on traffic control and trenching and excavation.
- NEW TRUCK!!

# INVOICES FOR DECEMBER 2023

## INVOICES FOR APPROVAL

VENDOR	DESCRIPTION	AMOUNT	Not Paid
Joseph Huston	Used Pallet Jack	\$100.00	\$0.00
Lagerloff. LLP	Reviewe SWRCB Grant Agmt	\$350.00	\$0.00
Singleton Auman	Annual Audit	\$13,500.00	\$0.00
Ed Staub and Sons	Fuel	\$0.00	\$0.00
State Board of Equalization	Final payment for Annexation	\$5,150.00	\$0.00
Woodssong Computing	2024 Online Backup Service/ Window 11 Upgrades	\$415.00	\$0.00
Plumas Bank	Safety Deposit box and NSF Charge	\$50.00	\$0.00
Amazon	Lock Wire and Pens	\$34.59	\$34.59
Ed Staub and Sons	Fuel	\$366.36	\$366.36
ACWA	Annual Agency Dues	\$6,105.00	\$6,105.00
Cecil Ray	Gifts for District Vendors	\$174.00	\$174.00
Valley Best Hardware	Shop Supplies and Maintenance	\$88.55	\$88.55
Total		<b>\$26,333.50</b>	
<b>Due as of 12/31/2023</b>			<b>\$6,768.50</b>

## PRE-APPROVED INVOICES

VENDOR	FOR	AMOUNT	Not Paid
EDD	December-23	\$1,060.28	\$0.00
Coastal - Printer Lease	December-23	\$327.34	\$0.00
F&M Bank - Solar Lease Payment	December-23	\$2,017.00	\$0.00
Frontier - Internet/Telephone	December-23	\$424.65	\$0.00
Internal Revenue Service	December-23	\$8,715.12	\$0.00
Joseph Huston - Cell Phone	December-23	\$35.00	\$0.00
JPIA - Dental/Vision/Life	December-23	\$551.28	\$0.00
Pers - Employee Health	December-23	\$6,294.72	\$0.00
Pers Retirement	December-23	\$4,472.81	\$0.00
Pace Analytical- Water Testing	December-23	\$167.04	\$0.00
Pers Unfunded Liability	December-23	\$3,058.00	\$0.00
PG&E	December-23	\$2,132.39	\$2,132.39
Starlink	December-23	\$120.00	\$0.00
State Fund - Final Bill	December-23	\$59.73	\$0.00
William Rodeski - Cell Phone	December-23	\$674.86	\$0.00
Zoom	December-23	\$15.99	\$0.00
Cecil Ray - Stipened	December-23	\$300.00	\$0.00
Total		<b>\$30,426.21</b>	<b>\$2,132.39</b>
<b>Due as of 12/31/2023</b>			<b>\$2,132.39</b>

### Grant Reimburseable - (Not Paid Includes Previous Invoices)

VENDOR	FOR	Current	Not Paid
Pace Engineering	McArthur Sewer Improvements	\$7,225.13	\$50,661.64
Pace Engineering	Well No. 1 Improvements	\$7,311.50	\$13,371.50
Pace Engineering	FRM Well No. 1	\$1,762.00	\$2,456.00
Gregory Engineering	Parks	\$3,787.50	\$3,787.50
Total		<b>\$20,086.13</b>	<b>\$70,276.64</b>

**Due as of 12/31/2023**

**\$79,177.53**

**Total Amount for the month\*\*:**    **\$28,987.02**

\*\*(Different than Aged payables report because of ACWA "past due")

Fall River Valley Community Services District  
Aged Payables by Invoice Date - Aged Payables for BM  
Aging Date - 12/1/2023  
From 12/1/2023 Through 12/31/2023

Vendor Name	Invoice/Credit Description	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon.com	LockWire and Pens	34.59	0.00	0.00	0.00	0.00	34.59
Association Of California Water Agencies	Annual Agency Dues	0.00	0.00	6,105.00	0.00	0.00	6,105.00
Cecil Ray	Gifts for District Vendors ETC	174.00	0.00	0.00	0.00	0.00	174.00
Ed Staub & Sons	Fuel Charges	366.36	0.00	0.00	0.00	0.00	366.36
Gregory Engineering, Inc.	Engineering Services - Parks	3,787.50	0.00	0.00	0.00	0.00	3,787.50
Pace Engineering	2268.07 McArthur Sewer Improvements	7,225.13	3,854.88	9,001.50	2,361.13	28,219.00	50,661.64
	2268.08 IRWM Well No. 1 Improvements	7,311.50	1,373.25	4,686.75	0.00	0.00	13,371.50
	2268.09 FRM Well No. 1	1,762.00	694.00	0.00	0.00	0.00	2,456.00
Pacific Gas & Electric	11.13.23-12.12.23	2,132.39	0.00	0.00	0.00	0.00	2,132.39
Valley Best Hardware	Shop Supplies	88.55	0.00	0.00	0.00	0.00	88.55
Report Total		<u>22,882.02</u>	<u>5,922.13</u>	<u>19,793.25</u>	<u>2,361.13</u>	<u>28,219.00</u>	<u>79,177.53</u>

Fall River Valley Community Services District  
Statement of Revenues and Expenditures - BM Budget vs Actual  
From 12/1/2023 Through 12/31/2023

	December 2023 Actual	December 2023 Budget	Total Budget	YTD Actual (07/01/2023 - 12/31/2023)	YTD Percent Used
Revenue					
Operating Revenue					
Revenue-Utilities	58,569.57	66,645.06	895,073.90	435,641.54	48.67%
Outside/Container Revenue	105.00	0.00	12,750.00	8,833.35	69.28%
Utility Fees	736.62	625.00	7,600.00	4,024.25	52.95%
<b>Total Operating Revenue</b>	<b>59,411.19</b>	<b>67,270.06</b>	<b>915,423.90</b>	<b>448,499.14</b>	<b>48.99%</b>
Non Operating Revenue					
Taxes Revenue	79.56	85.00	50,542.13	4,521.82	8.94%
Interest Revenue	35.04	0.00	0.00	306.23	0.00%
Donations	0.00	0.00	0.00	525.00	0.00%
Miscellaneous	0.00	0.00	0.00	5.00	0.00%
<b>Total Non Operating Revenue</b>	<b>114.60</b>	<b>85.00</b>	<b>50,542.13</b>	<b>5,358.05</b>	<b>10.60%</b>
<b>Total Revenue</b>	<b>59,525.79</b>	<b>67,355.06</b>	<b>965,966.03</b>	<b>453,857.19</b>	<b>46.98%</b>
Expenses					
Employee Expense					
Wages	34,544.68	37,335.28	324,905.76	150,209.85	46.23%
Payroll Taxes	2,348.91	2,762.81	24,043.03	10,000.39	41.59%
Employee Health Insurance	5,249.78	5,300.00	69,663.00	31,498.68	45.21%
PERS- Retirement Compensation Insurance	2,226.26 0.00	2,591.65 385.00	23,732.01 5,050.00	10,185.05 1,750.65	42.91% 34.66%
<b>Total Employee Expense</b>	<b>44,369.63</b>	<b>48,374.74</b>	<b>447,393.80</b>	<b>203,644.62</b>	<b>45.52%</b>
Operating Expense					
PERS Unfunded Liability 1595	2,358.00	2,335.00	28,020.00	14,498.00	51.74%
Legal & Accounting	13,850.00	600.00	23,200.00	13,885.00	59.84%
Outside Services	800.00	1,824.00	21,889.20	8,274.05	37.79%
Permit Fees	5,150.00	696.00	17,375.00	8,992.00	51.75%
Association Dues	0.00	0.00	7,377.00	8,571.61	116.19%
Insurance	0.00	1,886.08	22,632.99	9,430.40	41.66%
Office Supplies	0.00	210.00	2,520.00	147.97	5.87%
Shop Supplies	123.14	220.00	2,640.00	1,115.64	42.25%
Postage	214.20	250.00	3,480.00	1,477.35	42.45%
Bank Fees	50.00	20.00	240.00	88.00	36.66%
Equipment Rental	0.00	100.00	1,200.00	196.02	16.33%
Equipment/Tools	100.00	200.00	2,400.00	1,309.85	54.57%
Water Tests	448.34	225.00	2,700.00	1,433.54	53.09%
Truck Expense	0.00	200.00	2,400.00	457.70	19.07%
Maintenance & Repairs	0.00	1,100.00	13,200.00	8,566.15	64.89%
Garbage Fees	0.00	40.00	480.00	29.62	6.17%
Interest Expense	222.34	223.00	14,626.00	12,791.68	87.45%
Software License & Hardware Maint	742.34	1,246.00	13,932.00	7,015.68	50.35%
Education	0.00	100.00	1,200.00	183.45	15.28%
Mileage	150.00	300.00	3,600.00	1,194.75	33.18%

Fall River Valley Community Services District  
Statement of Revenues and Expenditures - BM Budget vs Actual  
From 12/1/2023 Through 12/31/2023

	December 2023 Actual	December 2023 Budget	Total Budget	YTD Actual (07/01/2023 - 12/31/2023)	YTD Percent Used
Fuel	366.36	339.50	5,989.00	3,449.85	57.60%
Telephone/Internet	764.65	715.00	8,735.00	4,196.57	48.04%
Utilities	2,132.39	2,700.00	32,304.00	11,582.35	35.85%
Miscellaneous Expense	174.00	400.00	4,800.00	1,415.20	29.48%
Donation	0.00	0.00	0.00	412.50	0.00%
Total Operating Expense	27,645.76	15,929.58	236,940.19	120,714.93	50.95%
Total Expenses	72,015.39	64,304.32	684,333.99	324,359.55	47.40%
Net Income	(12,489.60)	3,050.74	281,632.04	129,497.64	45.98%
Asset Expense					
Depreciation					
Depreciation Expense	14,994.00	0.00	0.00	89,966.00	0.00%
Total Depreciation	14,994.00	0.00	0.00	89,966.00	0.00%
Amortization					
Amortized Expense	642.00	0.00	0.00	3,852.00	0.00%
Total Amortization	642.00	0.00	0.00	3,852.00	0.00%
Total Asset Expense	15,636.00	0.00	0.00	93,818.00	0.00%
Capital Activities					
Grant Revenue					
Grant/Loan Inflow	0.00	0.00	0.00	64,032.37	0.00%
Total Grant Revenue	0.00	0.00	0.00	64,032.37	0.00%
Total Capital Activities	0.00	0.00	0.00	64,032.37	0.00%
Net Income Including Grant Activities	(28,125.60)	3,050.74	281,632.04	99,712.01	35.40%

Fall River Valley Community Services District  
Balance Sheet  
As of 12/31/2023

	Current Year
Assets	
Current Assets	
Cash & Cash Equivalents	249,154.71
Accounts Receivable	87,645.85
Inventories	70,230.28
Prepaid Expenses	14,712.60
Total Current Assets	421,743.44
Long-term Assets	
Property & Equipment	3,358,622.91
Construction in Progress	1,112,522.17
Total Long-term Assets	4,471,145.08
Total Assets	4,892,888.52
Liabilities	
Short-term Liabilities	
Accounts Payable	79,177.53
Other Short-term Liabilities	2,101.79
Total Short-term Liabilities	81,279.32
Long-term Liabilities	
Long-term Liabilities (Lease/Loan)	661,439.07
Pension Liability	134,604.00
Total Long-term Liabilities	796,043.07
Other Accounts	
Balancing Accounts	39,939.63
Total Balancing Accounts	39,939.63
Total Other Accounts	39,939.63
Total Liabilities	917,262.02
Net Assets	
Beginning Net Assets	
Net Assets	3,875,914.49
Current YTD Net Income	
	99,712.01
Total Current YTD Net Income	99,712.01
Total Net Assets	3,975,626.50
Total Liabilities and Net Assets	4,892,888.52

Fall River Valley Community Services District  
 Check/Voucher Register  
 1020 - Operating Account-Checking  
 From 12/1/2023 Through 12/31/2023

Check Number	Check Description	Vendor Name	Check Amount
2023.12 Solar	Solar Lease Payment	Farmers & Merchants ...	2,017.00
4253	System Generated Check/Voucher	Napa Auto Parts	404.63
4254	System Generated Check/Voucher	Big Valley Sanitation	109.52
4255	System Generated Check/Voucher	Cecil Ray	300.00
4256	System Generated Check/Voucher	Cook Concrete Produc...	922.35
4257	System Generated Check/Voucher	Joint Powers Insuranc...	551.28
4258	System Generated Check/Voucher	Joseph Huston	35.00
4259	System Generated Check/Voucher	Lagerlof, LLP	350.00
4260	System Generated Check/Voucher	McGarr's Power Supply	2,000.00
4261	System Generated Check/Voucher	Nelson Construction	32,140.00
4262	System Generated Check/Voucher	Outdoor Creations Inc.	12,650.15
4263	System Generated Check/Voucher	Pace Engineering	712.50
4264	System Generated Check/Voucher	Singleton Auman PC	13,500.00
4265	System Generated Check/Voucher	State Water Resource...	3,746.00
4266	System Generated Check/Voucher	Valley Best Hardware	35.04
4267	System Generated Check/Voucher	William Rodeski	35.00
4268	System Generated Check/Voucher	Woodssong Computing	415.00
4269	System Generated Check/Voucher	Packway	655.82
4270	System Generated Check/Voucher	State Board Of Equaliz...	5,150.00
4271	System Generated Check/Voucher	Coast Counties Constr...	950.00
4272	System Generated Check/Voucher	Joseph Huston	100.00
4273	System Generated Check/Voucher	Nelson Construction	5,392.50
EFT 0-244-146-704	Payroll Liabilities for 2023.12.01	Employment Develop...	345.44
EFT 0-810-125-840	Payroll Liabilities for 2023.12.29	Employment Develop...	386.02
EFT 03483517	Payroll Liabilities for 2023.12.01	Internal Revenue Serv...	2,857.72
EFT 1-136-087-568	Payroll Liabilities for 2023.12.15	Employment Develop...	328.82
EFT 1000000173...	Retirement Contribution Plan - 27147 PD 2...	Public Employees Reti...	1,634.71
EFT 1000000173...	Retirement Contribution Plan - 27147 PD 2...	Public Employees Reti...	1,474.31
EFT 1000000173...	Retirement Contribution Plan - 27147 PD 2...	Public Employees Reti...	1,363.79
EFT 1570	Two Rivers Park Engineering	Gregory Engineering, ...	4,442.50
EFT 1581	Engineering Services - Park	Gregory Engineering, ...	2,737.50
EFT 16514492-4...	Internet	Starlink	120.00
EFT 17354476	Employee Health	Public Employees Reti...	6,294.72
EFT 17370465	Unfunded Liability	Public Employees Reti...	2,358.00
EFT 1PG6-DYF7-...	Supplies	Amazon.com	183.20
EFT 2023.12 Fro...	Phone/Internet	Frontier Communicati...	424.65
EFT 2023.12.1 Pl...	Safety Deposit Box Pmt	Plumas Bank	40.00
EFT 21842103	Water Testing	Pace Analytical Servic...	167.04
EFT 2311177-28	Water Testing - Asbestos	Pace Analytical Servic...	281.30
EFT 251434564	Annual Sapphire Renewal	Quill	75.06
EFT 35442766	Pinter Lease	Coastal Business Syst...	327.34
EFT 62075009	Payroll Liabilities for 2023.12.15	Internal Revenue Serv...	2,764.19
EFT 9028624060	Fuel Charges	Ed Staub & Sons	563.36
EFT53542457	Payroll Liabilities for 2023.12.29	Internal Revenue Serv...	3,093.21
NSF Fee 10065	NSF 10065	Plumas Bank	10.00
PR2023100	Employee: Beck; Pay Date: 12/29/2023	Amber Beck	2,034.11
PR2023101	Employee: Huston; Pay Date: 12/29/2023	Joseph M. Huston	2,157.57
PR2023102	Employee: Ray; Pay Date: 12/29/2023	Cecil D. Ray	1,812.07
PR2023103	Employee: Rodeski; Pay Date: 12/29/2023	William D. Rodeski	2,190.52
PR202393	Employee: Beck; Pay Date: 12/1/2023	Amber Beck	2,034.11
PR202394	Employee: Huston; Pay Date: 12/1/2023	Joseph M. Huston	2,027.66
PR202395	Employee: Ray; Pay Date: 12/1/2023	Cecil D. Ray	1,594.07
PR202396	Employee: Rodeski; Pay Date: 12/1/2023	William D. Rodeski	2,001.08
PR202397	Employee: Beck; Pay Date: 12/15/2023	Amber Beck	2,034.11
PR202398	Employee: Huston; Pay Date: 12/15/2023	Joseph M. Huston	1,907.93
PR202399	Employee: Ray; Pay Date: 12/15/2023	Cecil D. Ray	1,531.50
PR202400	Employee: Rodeski; Pay Date: 12/15/2023	William D. Rodeski	1,953.55

**Report Total**

**137,722.95**

Fall River Valley Community Services District  
 Balance Sheet  
 As of 12/31/2023

	Current Year
<b>Assets</b>	
<b>Current Assets</b>	
Cash & Cash Equivalents	249,154.71
Accounts Receivable	87,645.85
Inventories	70,230.28
Prepaid Expenses	14,712.60
<b>Total Current Assets</b>	<b>421,743.44</b>
<b>Long-term Assets</b>	
Property & Equipment	3,358,622.91
Construction in Progress	1,112,522.17
<b>Total Long-term Assets</b>	<b>4,471,145.08</b>
<b>Total Assets</b>	<b>4,892,888.52</b>
<b>Liabilities</b>	
<b>Short-term Liabilities</b>	
Accounts Payable	79,177.53
Other Short-term Liabilities	2,101.79
<b>Total Short-term Liabilities</b>	<b>81,279.32</b>
<b>Long-term Liabilities</b>	
Long-term Liabilities (Lease/Loan)	661,439.07
Pension Liability	134,604.00
<b>Total Long-term Liabilities</b>	<b>796,043.07</b>
<b>Other Accounts</b>	
Balancing Accounts	39,939.63
<b>Total Balancing Accounts</b>	<b>39,939.63</b>
<b>Total Other Accounts</b>	<b>39,939.63</b>
<b>Total Liabilities</b>	<b>917,262.02</b>
<b>Net Assets</b>	
Beginning Net Assets	
Net Assets	3,875,914.49
Current YTD Net Income	
	99,712.01
<b>Total Current YTD Net Income</b>	<b>99,712.01</b>
<b>Total Net Assets</b>	<b>3,975,626.50</b>
<b>Total Liabilities and Net Assets</b>	<b>4,892,888.52</b>



## **Resolution 2024-01**

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT  
DESIGNATING SIGNERS ON PLUMAS BANK ACCOUNTS

**Resolved, by the Board of Directors of the Fall River Valley Community Services District, that:**

**WHEREAS**, the Fall River Valley Community Services District previously passed resolution 2022-14 designating signers on plumas bank accounts; and

**WHEREAS**, the Fall River Valley Community Services District has bank accounts with Plumas Bank; and

**WHEREAS**, the District wishes to remove certain signers and authorizations and add certain other signers and authorizations; and

**NOW THEREFORE BE IT RESOLVED** that resolution 2022-14 be replaced by 2024-01

**NOW THEREFORE BE IT RESOLVED** that Cherie Kunkel, Director is to be removed from all bank accounts, including authorizations for opening and closing accounts.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the following board members are authorized to open, close and sign on all Plumas bank accounts held by the Fall River Valley Community Services District:

- Tyler DeWitt, President
- Brett Hendrix, Director

**PASSED AND ADOPTED** by the Board of Directors of the Fall River Valley Community Services District at regular monthly board meeting held on the 17th day of January 2024, by the following vote:

**Ayes:**

**Noes:**

**Abstain:**

**Absent:**

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Cecil D. Ray

Board Secretary/General Manager

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Tyler DeWitt

Board President

# FRVCSD Normal Operating Expenses

## Pre-approved Invoices

### **PERS Unfunded**

Plan to fund previous years

### **PERS Health**

Health Insurance for employees

### **PERS Employee**

Employee and CSD contributions

### **JPIA D, V, L**

Dental, Vision and Life for employees

### **JPIA Work Comp**

### **IRS**

Payroll Taxes

### **EDD**

Payroll Taxes

### **Frontier**

Phone and Internet

### **Starlink**

Will replace frontier internet when available

### **Pace Analytical/Basic Labs**

Water testing lab

### **PG&E**

Electric and Natural Gas

### **William Rodeski**

Cell phone reimbursement

### **Joseph Huston**

Cell phone reimbursement

### **Cecil Ray**

Stipend

### **Coastal**

Printer Lease

### **Zoom**

### **Microsoft \***

365 Subscription

### **Abila MIP \***

MIP Cloud Monthly

Same amount every month for the fiscal year

Same amount ever month unless employees change, subject to insurance rates.

Depends on the number of hours worked by employees

Same amount ever month unless employees change, subject to insurance rates

Same every month for the term

Dependent on paycheck amounts

Dependent on paycheck amounts

Within a few dollars every month.

Same every month.

Samples are usually the same monthly. Specialty testes may be required per SWRCB requirements

Depends on usage. Summer rates can be extremely high.

Same every month per policy

Same every month per policy

Same every month per contract

Same every month per contract

Same every month

Same every month by auto debit

Same every month by check

Approval Date: 6/14/2023

\* Amended 1/17/2024

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Board Chairman, Tyler DeWitt

# CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

## FREQUENTLY ASKED QUESTIONS (FAQs)

These FAQs have been compiled to assist agencies that are participating in the California Uniform Public Construction Cost Accounting Act (the Act), as contained in Public Contract Code (PCC) Section 22000, et seq. All references are to PCC, unless otherwise stated.

### 1. What is the Uniform Public Construction Cost Accounting Act?

The Act is legislation that was enacted in 1983 to help promote “uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state” (Section 22001). The Act is a voluntary program available to all public entities in the State, but it applies only to those public agencies that have “opted in” to the provisions set forth by the Act using the processes outlined in the Act. The entirety of the Act is found at Sections 22000-22045.

### 2. What are some of the key provisions of the Act?

The Act allows for public project work in the amount of \$60,000 or less to be performed by a public agency’s force account using the public agency’s own resources, or by negotiated contract, or by purchase order (Section 22032(a)). Public projects in the amount of \$200,000 or less may use the informal or formal bidding procedures set forth in Section 22032(b) or (c) of the Act. Public projects at a cost of more than \$200,000 must use formal bidding procedures to let the contract pursuant PCC Section 22032(c).

### 3. What are the benefits of the program?

- Increased force account limit for public agencies;
- Simplified bidding for projects that are \$200,000 or less;
- Reduced number of formal bids based on project size; and
- Expedited contracting for projects under \$200,000.

Many participating agencies appreciate the program because it has given them more leeway in the execution of public works projects under a certain dollar amount; sped up the award process; expedited project delivery; reduced the time, effort, and expense associated with bidding projects under \$200,000; and simplified administration for those projects. Few agencies have experienced challenges with the accounting requirements and overhead provisions. Moreover, adjustments, when required, have been relatively simple; most required procedures were already in place, so there were few, if any, major changes to existing operations. The current Standard Accounting Codes Structure satisfies reporting requirements when used properly.

### 4. Is the Uniform Public Construction Cost Accounting Act mandatory for public agencies?

No. The Act is a voluntary program requiring a public agency to “opt in” using the process outlined in the Act.

**5. How does a public agency become subject to the Act?**

The governing body must elect by resolution to become subject to the Act and must file a copy of the approved resolution with the State Controller's Office (Section 22030). Sample documents are available at: [http://www.sco.ca.gov/ard\\_cuccac.html](http://www.sco.ca.gov/ard_cuccac.html). Once an agency has opted into the Act, it will remain a part of the program.

**6. May a public agency withdraw from the Act?**

Yes. An agency may withdraw from the Act by filing with the State Controller's Office an approved resolution of the agency's election to withdraw that was made during a public meeting of the agency's governing body.

**7. Must a participating agency "opt in" to the Act annually?**

No. Once a participating agency "opts in" to the Act, the agency remains subject to the Act until it "opts out" of the Act.

**8. What is the California Uniform Construction Cost Accounting Commission?**

The Commission was created to administer the Act, per Section 22010. It consists of 14 members: 13 members appointed by the State Controller and the License "A" member of the Contractors' State License Board. Seven members represent the public sector (counties, cities, school districts, and special districts). Six members represent the private sector (public works contractors and unions). The Commission members receive no salary, but are eligible for reimbursement of their direct expenses related to the Commission.

**9. What are the Uniform Public Construction Cost Accounting Procedures?**

These procedures are to be used for tracking costs for work performed by an Agency's own forces on a "project" as defined by the Act (Section 22002(c)). The procedures do not apply to operations or maintenance work, or any work that meets the criteria listed in Section 22002(d).

These procedures are intended to capture and record all direct and indirect labor, materials, equipment, subcontractors, and supervision costs, as well as the appropriate overhead costs for the public agency associated with each "project" it performs with its own forces. The procedures follow industry-standard accounting methods, and in many cases are not much different from those already in place at most agencies. Sample forms are available in the CUCCAC Cost Accounting Policies and Procedures Manual at [http://www.sco.ca.gov/Files-ARD-Local/CUCCAC\\_Manual.pdf](http://www.sco.ca.gov/Files-ARD-Local/CUCCAC_Manual.pdf)

School districts may use the Standard Accounting Code Structure to comply with tracking requirements.

**10. Are the cost accounting procedures applicable for agencies whose work forces perform only maintenance tasks as defined in the Act and that contract all of their public projects to third parties?**

No. The cost accounting procedures are applicable only for agencies that perform public project work such as construction and alteration by force account or otherwise. As maintenance does not constitute a "project" under the Act, the cost accounting procedures do not apply.

- 11.** When are participating agencies required to advertise if they choose to maintain a list of qualified contractors?

At least once per calendar year, each Public Agency that has elected to become subject to the Act and intends to use the notice provisions outlined in Section 22034(a) must establish a new list or update its existing list of qualified contractors by mailing, faxing, or emailing written notice to all construction trade journals designated for that Agency under Section 22036. The notice must invite all licensed contractors to submit the name of their firms to the Agency for inclusion on the Agency's list of qualified bidders for the following twelve (12) months. Effective January 1, 2016, a participating agency can choose a specific date of their choice in which to renew its list of qualified contractors.

- 12.** May an agency that chooses to maintain a list add a contractor to the list at any time during the year?

Yes.

- 13.** What is meant by the term "qualified contractors" as used in section 22034(a)(1) of the Act?

*Qualified contractors* are contractors licensed by the State to perform the subject work. The Commission has determined that nothing in the Act prohibits a participating agency from using additional objective pre-qualification standards in the formation and maintenance of their Qualified Contractors Lists if they so desire.

- 14.** How can a contractor get on an agency's list of contractors?

The California Uniform Public Construction Cost Accounting Commission's webpage has a list of agencies that are participating in the California Uniform Public Construction Cost Accounting Act (CUPCCAA). Please contact each agency directly to let them know you would like to be on their list of contractors. For a list of participating agencies, please see the "Participating Agency Lists" header at the following link:

[https://www.sco.ca.gov/ard\\_cuccac.html](https://www.sco.ca.gov/ard_cuccac.html)

More detailed instructions for contractors can be found in Section 1.04.01 of the Cost Accounting Policies and Procedures Manual

- 15.** Can a public agency disqualify or exclude certain contractors from the Qualified Contractors List required in Section 22034(a)(1)?

Agencies may disqualify contractors from Qualified Contractors Lists when the contractors fail to furnish information to meet the minimum criteria as established by the Commission.

- 16.** For agencies that do not maintain an informal bidders list, are they allowed to choose who would get notifications of projects?

No. Section 22034(a)(2) provides for notifications to construction trade journals and exchanges in lieu of sending notifications to contractors on an informal bidders list. An agency may send notices to selected contractors provided it has also met the advertisement requirements of Section 22034(a).

- 17.** What is the difference between “qualifying contractors” under the Act and “prequalification of contractors” by school districts under Section 20101?

Qualifying contractors is a process that allows contractors to register with a public agency for notification of public works opportunities. The prequalification process under Section 20101 is a more complex process that requires a standardized questionnaire and evaluation of contractors using standard scoring criteria. The prequalification process is applicable under the Local Agency Public Construction Act, and does not apply to the Uniform Public Construction Cost Accounting Act.

- 18.** Does a contractor have to be on an agency’s contractor list in order to perform projects less than \$60,000?

No, any public project less than the \$60,000 informal bidding threshold can be performed by employees of the public agency, by negotiated contract, or by purchase order. An agency’s list of contractors is only required to be alerted of projects that surpass the informal bidding threshold.

- 19.** Must a public agency a) notify contractors about public projects if the contractors are believed to not have the skills, credentials, or experience to perform the work required for the public project; and b) consider bids submitted by contractors that the public agency believes do not have the skills, credentials, or experience to perform the work?

a) Yes. If a contractor is on the Qualified Contractors List, the contractor must be notified by the agency of public projects for which he or she is licensed to perform (Section 22034(a)(1)).

b) All bids received must be considered, unless an agency makes appropriate legal findings that a contractor is not legally responsible or his or her bid is not responsive.

- 20.** Does the Act allow flexibility in cases of emergency and when repair or replacements are necessary to permit the continued conduct of a public agency’s operations or services?

Yes. For the purposes of the Public Contract Code, an “emergency” is defined at Section 1102 as “a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.”

The Act sets forth in Section 22035(a) how a governing body should proceed in case of emergency repairs or replacements. This section states:

In cases of emergency when repair or replacements are necessary, the governing body may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two. Section 22050 et seq., provides the emergency contract procedures to be followed in these cases.

**21. Do the alternative bidding procedures apply only to public projects as defined in Section 22002(c)?**

The alternative bidding procedures apply only to work that constitutes a “public project” as defined in Section 22002(c) and has a construction cost within the limits described in Section 22032. The alternative bidding procedures are not required for the purchase of goods or materials that are not part of a “public project.”

However, as outlined in Section 22003, a participating agency may also use the alternative bidding procedures when contracting for maintenance or other work that does not fall within the definition of a “public project” if it so chooses.

**22. What will membership in the Act cost my agency?**

Nothing. There are no membership fees or dues. However, the Commission does accept grants to assist it in carrying out its duties (Section 22015(c)).

**23. What are the most common concerns addressed by the Act?**

These are:

- Cost accounting policies and procedures;
- Informal bidding procedures; and
- Accounting procedures review.

Cost accounting requirements for the Act follow those common to the construction industry. The informal bidding on public projects up to \$200,000 is seen by agencies as an effective tool to expedite completion of small projects. While an accounting procedures review could potentially hold up a project for a minimum of 45 days pursuant to Section 22043(c)(1), these types of reviews have been rare in the Commission’s history.

**24. Must an agency calculate an overhead rate to apply the accounting procedures?**

No. Cities with populations of less than 75,000 must assume an overhead rate equal to 20% of the total costs of the public project, including the costs of material, equipment, and labor (Section 22017(b)(1)). Cities with a population of more than 75,000 may either calculate an actual overhead rate or assume an overhead rate of 30% of the total costs of a public project including the costs of materials, equipment, and labor (Section 22017(b)(2)).

**25. When a public entity opts into the Act, does the Act supersede other contracting legal requirements such as statutory requirements for performance bonds, prevailing wages, and certificates of insurance, etc.?**

No. The Act supersedes only the bidding procedures used once a public agency has opted into the Act and has notified the Controller. All other contracting requirements of the PCC remain applicable.

- 26.** Can a public agency claim to be exempt from following all of the requirements in Public Contract Code by claiming it only has to follow the language and procedures within the Act?

No. The Act is part of the Public Contract Code; therefore, if the Act is silent on a particular matter, then the Public Contract Code applies on that matter.

- 27.** If public agencies are not following the advertising requirements in the Act, will the Commission address those agencies? Can a complaint be brought to the Commission?

Yes. Recent legislative changes have expanded the Commission’s authority to enforce provisions of the Act. The Commission may review complaints filed by interested parties when evidence is provided that:

- The participating agency performed work after rejecting all bids, claiming it could do the work less expensively (Section 22042(a)).
- The work performed exceeded the force account limits (Section 22042(b)).
- The work was improperly classified as maintenance (Section 22042(c)).
- A public agency did not comply with the informal bidding procedures set forth at Section 22034 (Section 22042.5).

- 28.** Section 20112 specifically requires school districts to advertise twice for a two-week period, while Section 22037 requires advertising once, 14 days in advance of the date of opening of bids. How do participating school districts reconcile this conflict?

When the Act is in conflict with any other section in the Public Contract Code, the Act shall supersede. The Act requires advertising once, 14 days in advance of the date of opening of bids. Districts participating in the Act may choose to maximize their outreach by advertising twice.

- 29.** May a public agency contract separately for like work at the same site at the same time using the under \$60,000 Force Account method?

No. Section 22033 states:

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of this article requiring work to be done by contract after competitive bidding.

Separating “like work” would be permitted only if the total of all the “like work” is less than \$60,000. If the work is more than \$60,000, it must be advertised and bid according to the provisions of the Act (i.e. bid informally if the total amount is less than \$200,000; bid formally if the total amount exceeds \$200,000).

- 30.** May a public agency bid out two separate projects that occur at the same time and site, but are different types of work?

Yes. There is no violation if the work is competitively bid. If an agency wishes to use the negotiated or informal bidding processes, it must apply the appropriate limits to each of the projects. Each project must be separate in scope. Projects may not be separated by trade to avoid bidding. If the total of all jobs is greater than \$60,000 then the informal or formal bid limits apply.



- 31.** Can an agency separately bid out for the materials and supplies on a project to avoid contractor markup and then bid out for the installation labor or perform installation with its own forces?

An agency may separately procure the materials and supplies for a project; however, all costs (materials, supplies, labor) of a project must be included in the project cost estimate to determine whether the project falls within the force account, informal bid, or formal bid thresholds.

In addition, if installation is performed by force account, an overhead rate must be applied to all direct costs of the project and included in the cost estimate. For example, if materials/supplies cost \$50,000 to procure separately and the estimated labor cost to install is \$25,000, the project could not be performed with force account, but would fall within the informal bid threshold because the total cost estimate is \$75,000.

- 32.** Must a value be assigned to the volunteer labor when the California Conservation Corps or another volunteer organization provides labor on a public project?

No. Volunteer labor from volunteer organizations does not need to be included as a cost of a public project for bid limit purposes as long as no costs are associated with the volunteer labor.

- 33.** By opting into the Act, does a public agency automatically bring all of its component divisions or departments into the Act?

Yes. When a public agency elects to become subject to the uniform construction cost accounting procedures, the entire legal entity is considered subject to the Act and no divisions or departments are exempt.

- 34.** When a public agency opts into the Act, does it automatically bring all districts under control of its governing Board into the Act?

No. Special Districts, which are governed by a board of supervisors or city council, are subject only if a separate election is made for each special district.

- 35.** PCC 22034 requires that participating agencies adopt an Informal Bidding Ordinance. What do schools and special districts that cannot adopt Ordinances do to comply?

Agencies that do not have the ability to adopt Ordinances should discuss Section 22034 compliance with their legal counsel.

- 36.** Are change orders allowed by the Act, and if so what is allowable? What if a change order goes over one of the allowed thresholds?

The Act does not address change orders. Please consult with your agency's legal counsel regarding any limitation on change orders that may apply to your agency.

**37.** Is there any training related to the Act? If so, where can I find a list of where the training is offered?

SCO has information regarding the Act on the SCO/CUCCAC website, including the current Cost Accounting and Procedures Manual. Often, commissioners are willing to provide training, answer questions, and/or give a presentation in order to assist agencies in getting the full benefits of participating in the Act.

**38.** The Act states that public projects of sixty thousand dollars (\$60,000) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. However, the Department of Industrial Relations (DIR) states any project over \$1,000 has to pay prevailing wages. How do the Act and DIR guidance work together?

The Act and DIR are completely separate and govern different aspects of public projects. The Act focuses on bidding related to public projects and DIR deals with wages paid by contractors on public projects. However, they may relate in that if prevailing wages are not paid on a public project, that could potentially impact the total cost of a project which would require a different bidding process utilized under the Act.

Additional inquiries and questions may be directed by email to [LocalGovPolicy@sco.ca.gov](mailto:LocalGovPolicy@sco.ca.gov), or by regular mail to:

State Controller's Office  
Local Government Programs and Services Division  
Local Government Policy Section  
P.O. Box 942850  
Sacramento, CA 94250