

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

September 11, 2024

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, Lopez

Director's absent: None

VISITORS: None

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- A motion was made by Director Lopez to approve the regular board meeting minutes from 8/14/2024. Director O'Connor seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, O'Connor, Lopez)

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 4 ayes (DeWitt, Hendrix, O'Connor, Lopez)

❖ **Chairman's Report**

- Chairman DeWitt will be going away to attend school. He will not be submitting his resignation for at least a few months, as he will be able to attend meetings when available.
 - The Vice Chairman, Director Hendrix, will act in his place when absent.
- Amber is still waiting to hear back from the county on filling the vacant seat that no one applied for.

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

- Two Rivers Park
 - The Pavilion is complete
 - The final inspection took place on 9/5
 - The picnic tables need to be ordered this month
 - There will be 6, six-foot tables
 - The construction team from Romtec was able to do some extra work that would have needed to be completed by an outside contractor before irrigation could be installed.
 - The irrigation and some planting will begin in the next month.
 - Waiting for an update from the engineer
 - Restroom
 - We have applied for the building permit
 - CXT has told us that delivery will be the beginning of November

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- Per a short phone call on 9/5 with Gregory Engineering, this may happen sooner.
 - Core Ten will be submitting a cost estimate for the site work
 - They have a full schedule and may need to go with a different contractor.
 - Hope to get this finished asap
- The \$200,000 Grant Loan check arrived

- Two Rivers West
 - Recycled plastic picnic tables have arrived
 - Gerald Stone has been assembling the tables
 - Unfortunately, one of the tables was missing the hardware
 - The company has ordered it and will get a shipping date this week.
 - Gerald continues to work on leveling the ground at the trail head
 - One table will be placed at the trail head and the other at a prepared area along the trail.
- Lions Park
 - New bases have been purchased for the ball field

- A reimbursement request for approximately \$170,000 has been submitted to the Seirra Nevada Conservancy for the Stewardship Enhancement Grant (the majority of this is the Pavilion construction).

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

- *Notes*
 - The Auditors will be here September 25-26 to conduct the annual district financial audit.

- **17% through the fiscal year**
- **Revenue**
 - Operating revenue: \$94,543.32
 - Approximately \$3,000 over the budgeted amount for the month.
 - 22% for the year
 - Total Revenue: \$96,200.00
 - 21% for the year

- **Employee Expenses**
 - Total Employee expenses: \$37,820
 - Approximately \$2,000 over the budgeted amount.
 - An employee received a vacation payout – approved by GM Ray per policy
 - 16% for the year

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○ ***Operating Expenses***

- Total operating expenses: \$21,988
 - Nearly \$6,000 over the budgeted amount.
 - Expenses impacting the overage:
 - PGE is budgeted for the entire year, and monthly amounts will be a little low during this time of year.
 - The meter reading software & support was budgeted for a different month
 - The Commercial Driving Class was budgeted for October
 - 15% for the year
- Total Expenses: \$59,808.56
 - Approximately \$8,000 over the budgeted amount
- Net Income including Depreciation and Grant Activities is \$249,321

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

➤ **System**

- We have acquired a CA# to accompany our DOT#, ensuring that the new Ford is legally qualified to operate as a commercial vehicle in California.
- Joseph attended commercial license training in Redding.
- The leaks in front of the Forest Service building on Highway 299 have been identified and repaired.
- The 6” service line servicing the Skuce Pavilion building at the fairgrounds has been cut and capped, and the meter has been returned to the district for future use.
- Bill contacted the state regulator about the timeline for completing the Lead Service Line Inventory. In response, we received guidance allowing us to submit a 20% representation of service lines in the district, which satisfies state requirements.
- Amber and Bill have completed the Consumer Confidence Report (CCR) for 2023, which has been posted and submitted to the state.
- Cecil, Paul Reuter, and Bill spent a day surveying sections of the district to locate underground utilities as part of the water planning grant.
- Fire hydrants have been flushed, meters have been read, and the drought report for August has been completed.
- Water loss for the month was 36 GPM, representing 15%, a 0% increase from last month.
- Bacterial samples for the month returned negative.

➤ **GOALS FOR NEXT MONTH**

- Bring firewood to the shop for winter.
- Complete the Lead Service Line Inventory and submit it to the state
- Replace the drop-in meters at the Cedarwood Apartments

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❖ **Manager Report**

General Comments: Broken hip. Recover process continues.

Amber Beck, Bill Rodeski, and Joseph Huston continue to keep the district functioning routinely without issue. My primary focus has been obtaining funding for the sewer project and details of McArthur Well pump replacement projects.

Continuing Education: Yesterday Joseph Huston passed his Commercial Driving License (CDL) driving test in Redding. We are now in complete compliance with requirements when pulling heavy equipment trailers with Joseph as the driver. Next years budget should include funding so Bill Rodeski will have the opportunity to obtain the same license.

Administrative:

Bridge Loans

- Golden State Natural Resources – We received the check for the \$200K interest free parks project loan. Our contact Mike Burris will collaborate with us should we need loans for additional projects.

Grants:

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

- Delays continue as UEI, DFA, and consultants work through agreement time extensions, and contract change orders required to continue the project.
- Arley Enloe the driller continues to be patient and hopefully we will be drilling before November.
- The second well will be located 40 feet north-northwest of the first well.

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

We have formally requested a time extension on this grant via Tara George. The design has stopped until the second well is completed and evaluated.

3. Wastewater System Expansion (McArthur) Project:

Cheng Vue – SWRCB – DFA – Project Manager; Jame Garcia – Vue Supervisor

- In early August, the State Water Resources Control Board met to consider their new revised draft Clean Water State Revolving Fund (CWSRF) Intended Use Plan. This revision included a maximum increase to \$30M for projects such as ours. The revised plan was adopted at that meeting and formally approved on September 6, 2024.
- In communication with Cheng Vue and James Garcia there exists some additional funding for Severely Disadvantaged Communities which they are pursuing.
- Recent email communications with Cheng Vue he is pursuing \$34,295,000 in funding for the project.
- We are continuing our efforts to seek more Letters of Intent to connect. We are confident will have enough the project cost per connection will not exceed the \$125,000 per connection threshold requiring SWRCB Deputy Director approval.
- We are all on a tight schedule to have a signed agreement by the end of the year since our status as a Severely Disadvantage Community expires the end of 2024 which would require a new income survey to restore that status.

4. Water System Improvement Project: -

Project has now been moved to Small Community Drinking Water Unit

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New Project Manager: Francine Fua

We have received this planning, design, and environmental grant for \$2,016,000.

- The project is moving forward with on-ground surveys, and initial design efforts.

5. McArthur Well – “Well No. 1 Improvements”: DWR, Grant Manager, Meghan Burkhardt with AnnMarie Ore as her direct Supervisor

- The contractor MDS Engineering & Construction, Inc. continues submitting required material and equipment information to Pace.
- A modified pump specification has been submitted to Pace for review.
- The plan is to change out the pump in the winter during minimal water use.

Backup Generator Funding Program: RCAC Grant Lead Person: Andrew Reynolds

- The concern about the environmentally friendly generator “wet stacking” in this application is being discussed and a maintenance plan to prevent particulate filter plugging will be developed.

Land Purchase from Maher under Option to Purchase

- My aggressive goal is to complete this purchase by the of 2024. We have an option payment of \$10K due to Maher early December 2024 with a balance of \$10K+ due at the time of the purchase.
- A Task within this Well Improvement grant is to cover sales agreement document preparation, record of survey costs, and filing fees. The purchase price costs are a district expense.
- Several items need to be completed prior to final purchase that include removal of land from the Williamson Act tax relief, modification of Mahers agreement with the US Department of Agriculture for his Natural Resources Conservation Easement to reflect the ingress/egress easement relocation which crosses lands we are purchasing, preparing record of survey for the new purchase parcel along with other supplementary documents.
- The Maher USDA agreement change may be the last document required prior to purchase which needs to be drafted and approved from USDA in Washington D.C. Therefore, all the above may not be possible in 2024.

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

- a. On September 4, 2024, a site survey walk was conducted with Paul Reuter, and Kieth Krantz from Pace with Bill Rodeski, me, and Neil Howard (PGMHP owner) attending. The focus was to note the best path for water lines from viewing on the ground know and potential unknown interferences.
- Monthly Zoom meetings continue, and the design project is moving slowly.

Projects:

1. Pit River Bridge – Easement Negotiations with Shasta County

John Heath, Shasta County, Deputy Director Public Works informed me the County’s Block Grant funding application is now in review and he may know more in late November. The application included funding for our waterline across the planned replacement Pit River Bridge.

2. Blueprints/Record Plans/Documents:

Gerald Stone continues to make diligent progress on this huge project which we estimate to be 85% complete.

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OLD BUSINESS:

- None

NEW BUSINESS:

- ❖ Consider Awarding Contract to Core Ten for Two Rivers Park Pavilion Site work
 - This job did not have to go out to bid, as it was under the \$60,000 limit of the Uniform Public California Construction Cost Accounting Act that was passed by the District by Ordinance 2024-01.
 - Core Ten is a reputable company, with a good reputation
 - The work is within the budget of the grant
 - Chairman DeWitt made a motion to Award to Core Ten the contract for the pavilion site work at Two Rivers Park. Director Hendrix seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, O'Connor)
- ❖ Consider Adopting Budget for 2024/2025 Fiscal Year
 - The Budget Committee met to review the budget and recommend approval
 - Director O'Connor made a motion to approve the budget for the 2024/2025 Fiscal Year. Director Hendrix seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, O'Connor)
- ❖ Consider Declaring 1997 Ford F350, 1992 Ford Fire Truck and Ford Tractor Surplus
 - The District needs to get rid of some old vehicles that are no longer needed
 - Once declared surplus equipment, the vehicles will be listed for sale by sealed bid.
 - Bids will be opened and considered at the next board meeting
 - Chairman DeWitt made a motion Declaring 1997 Ford F350, 1992 Ford Fire Truck and Ford Tractor Surplus Equipment. Director Hendrix seconded, and the motion passed unanimously with a vote of 3 ayes (DeWitt, Hendrix, O'Connor)


Open Closed Session At 6:28 PM

Return From Closed Session


- **Employee Matters – Contract Negotiation**
 - **GM Ray will have the contract edited as discussed and the Board**
 - **Effective September 10, 2024, to September 30, 2025**
 - **The contract will be on the agenda at the next board meeting**

Regular Meeting Adjourned at 7:30

Submitted,



Cecil D. Ray
Board Secretary and General Manager



Brett Hendrix
Board Vice President