

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

October 16, 2024

**CALL TO ORDER:**

Vice Chairman Hendrix called the Regular Board Meeting to Order at 6:07 pm

**ROLL CALL OF DIRECTORS:**

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

Director's absent: DeWitt

**VISITORS:** None

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

- A motion was made by Director Lopez to approve the regular board meeting minutes from 9/11/2024. Director O'Connor seconded, and the motion passed unanimously with a vote of 3 ayes (Hendrix, O'Connor, Lopez)

**APPROVAL OF INVOICES:**

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

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

○ **Two Rivers Park**

- The Pavilion is complete
- The irrigation system is being installed by McEntire Landscaping
  - Contract for approval at Board Meeting.
  - McEntire has been involved in this project for several years and was contracted for the Landscape and Irrigation design in 2019.
  - We have had several delays due to Cultural Monitoring but will get the landscaping completed by the end of the grant period, which is the end of this year.
- Restroom
  - The building permit has been issued
  - The site work is going to be completed by Lee One Construction
    - Contract for approval at Board Meeting.
  - CXT is scheduled to deliver the restroom on October 24<sup>th</sup>
- The amount of cultural monitoring needed for the completion of the park has far exceeded any budget. There were excess funds in the Green Infrastructure grant, and they have now been expended. The remaining work will be covered by the Stewardship Council Enhancement Grant and the Per Capita Grant. If the Per Capita Grant does not have enough remaining after the construction of the Restroom, District funds may be needed. Because of Grant funds that were not earmarked for anything specific, we do the money to cover the overage in the parks fund.

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❖ **Two Rivers West**

- Recycled plastic picnic tables have arrived
    - Gerald Stone has been assembling the tables
      - The hardware arrived for the table that will go at the “loop” in the trail. Gerald assembled it on 10/10
    - Gerald continues to work on leveling the ground at the trail head
- The other table (you can see it in the shop), will be placed here when the ground is leveled

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

○ **Notes**

- The Audit went well. Hopefully we will have the final report in the next couple of months.

○ **25% THROUGH THE FISCAL YEAR**

○ **Revenue**

- Operating revenue: \$81,623
  - Approximately \$2,500 under the budgeted amount for the month.
  - 31% for the year
- Total Revenue: \$82,148
  - 29% for the year

○ **Employee Expenses**

- Total Employee expenses: \$35,713
  - Approximately \$100 under the budgeted amount.
    - 23% for the year

○ **Operating Expenses**

- Total operating expenses: \$19,236
  - Approximately \$3,000 over the budgeted amount.
    - Expenses impacting the overage:
      - Annual Association Dues to ACWA is budgeted in October and paid in September
    - 23% for the year

○ **Total Expenses: \$54,949**

- Approximately \$3,000 over the budgeted amount
- This will come down after expenses paid early catch up to the budget

○ **Net Income including Depreciation and Grant Activities is \$447,102**

○ **Grant Activities – There will be several grant requests submitted, but not before the board packet goes out.**

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

- Bill and Joseph have completed the Lead Service line inventory.
- 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 totalizer at the WW ponds has failed and is not reading correctly. We have notified the state, ordered a new meter, and will replace it when it arrives.
- PFAS (per-and poly-fluoroalkyl substances) sampling for both wells has been completed. We are currently waiting for the results.
- Lead and Copper samples have been completed (Thank you all for your willingness to volunteer).
- The 20% interpolation plan that we submitted last month was finally approved by the state. Bill and Joseph have completed and submitted this report to the state for review.
- Bill and Joseph treated and tested the water for the Mayers Memorial at the Pit 1 powerhouse temporary housing facility.
- Ed Dobos (DFS) updated our SCADA (Supervisory Control and Data Acquisition) system from HT3 to HT4. This allows us more versatility with the SCADA system
- The Well Improvement Project began at McArthur Well. Bill has been making daily site visits, taking pictures, and submitting daily progress reports to Paige and Cecil.
- The power transformer at the well in McArthur blew up. Working with the electricians from Bullert and Quicksilver, we got the transformer replaced and the well back on with no interruption in pressure or service to the district.
- Firewood has been brought to the shop and the meters at Cedarwood Apt have been replaced.
- The drought report is complete, fire hydrants have been flushed and equipment has been run for the month.
- The water loss for the month was 22 GPM, representing 14%, a 1% decrease from last month.
- Bacterial samples for the month returned negative.
- **GOALS FOR NEXT MONTH**
  - Winterize the equipment and vehicles.
  - Continue to monitor and report on the well site improvement project
  - Load and stack firewood in the shop

❖ **Manager Report**

**General Comments:**

My primary focus has been obtaining funding for the sewer project by promptly responding to our DFA Project Manager any detailed questions he has as the funding agreement is being prepared.

Also, I am focusing on contractor details to complete the McArthur Well pump replacement project.

**Administrative:**

**McArthur Well Improvement Construction Inspections** – Our budget for this project is being stressed. To reduce the Pace Engineering expenses, at their suggestion we have assumed some of the inspection functions they normally would provide. At my request **Bill Rodeski** has taken the lead for us with guidance from myself and Paige Cibart, Pace's lead project engineer. Bill has stepped up to the task and is observing/photographing the contractors work, preparing daily reports, and sending same daily to Paige for review as well as to help build the archive file for the project. Bill's professional effort has been noted.

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**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. Enloe has removed all his equipment that was staged at our FRM water storage tank site.
  - The second well will be located 40 feet north-northwest of the first well.
  - Our next project Zoom call is next week 22 October when I will have updates and hopefully a plan forward before the freezing weather arrives.
  
2. **“Fall River Valley Well Infrastructure Project”:** DWR (Department of Water Resources): **Grant Manager: Tara George; Alica Helfrick – will be a temporary replacement for Tara during her maturity leave period.**
  - As of yesterday, 15 October 2024, we received a one-year time extension for this grant through 31 December 2025.
  - Although we have received this extension, we will have to be aggressive to complete all the improvements by the end of 2025.
  - 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 – Cheng Vue Supervisor**
  - We continued to solicit and have recently sufficient Letter of Intent to connect that we are below the \$125,000 per connection threshold. This information has been sent to Cheng Vue.
  - In communication with Cheng Vue and James Garcia there exists some additional funding for Severely Disadvantaged Communities which they are pursuing.
  - Recent email communications from Cheng Vue he is pursuing the full \$34,295,000 in funding for the project.
  - 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 at the end of 2024 which would require a new income survey to restore that status. I need to confirm with Cheng this will not be an issue if we extend into 2025.
  - Cheng has informed us his goal is to have a funding agreement in late January or February 2025.
  
4. **Water System Improvement Project: -**  
**Project has now been moved to Small Community Drinking Water Unit**  
**New Project Manager: Francine Fua**  
**We have received this planning, design, and environmental grant for \$2,016,000.**
  - **Jen Collins – Pace Engineering** – She has been assigned as the Lead Engineer on this effort.
  - The project is moving forward with on-ground surveys, and initial design efforts.
  - Our first request for reimbursement should be sent out this week along with the required Progress Reports.

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**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 and approved.
- The plan is to change out the pump in the winter (January?) during minimal water use.
- Prime and Electrical subcontractors have been on the site preparing foundations for concrete pours and installing underground conduits with pull boxes.

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

- Concerns about generator have been resolved with proper annual full load testing to prevent “wet stacking.”

**Land Purchase from Maher under Option to Purchase**

- My aggressive goal is to complete this purchase by the of 2024 will not happen. 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.
- I have been in communication will our legal counsel, Jim Ciampa, and with Jesse Lenaker, Lead Surveyor, Pace Engineering that the process we follow will successful and not violate any requirements. Some of these will require your action soon.

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

- a. We have had a request by property owner to add one more residence to this project/
  - Monthly Zoom meetings continue with our next on 24 October 2024.
  - Project design is moving slowly but moving.

**Projects:**

**1. Blueprints/Record Plans/Documents:**

- Gerald Stone continues to make diligent progress on this huge project which we estimate to be 90% complete.

**2. Engineering Support:**

- a. Continuous communication with Paul Reuter, P.E. (President/Managing Engineer); Bryan Gentiles, P.E. (Electrical); Paige Cibart, P.E. (Civil); Jen Collins, (Structural) at PACE and Kip Lybarger – Altec Engineering regarding ongoing projects.

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**OLD BUSINESS:**

- None


**NEW BUSINESS:**


- ❖ Consider Resolution 2024-08 Plumas Bank Signers
  - With only one active signer available to sign checks and authorize bank activities, getting checks signed for AP is challenging.
  - The resolution will designate Directors Lopez, Hendrix and O'Connor as signers on the bank accounts and remove Chairman DeWitt.
    - Director O'Connor made a motion to approve Resolution 2024-08 Plumas Bank Signers. Director Hendrix seconded, and the motion passed unanimously with a vote of 3 ayes (Lopez, Hendrix, O'Connor)
- ❖ Consider McEntire Landscaping and Lee One Construction Contracts – Parks
  - McEntire Landscaping contract for Irrigation and Planting at Two Rivers Park in the amount of \$49,944.00 – funded by the Green Infrastructure Grant with additional support from the Stewardship Enhancement Grant if needed.
    - Director O'Connor made a motion to approve the McEntire Landscaping contract for Two Rivers Park Landscaping and Irrigation. Director Lopez seconded, and the motion passed unanimously with a vote of 3 ayes (Lopez, Hendrix, O'Connor)
  - Lee One Construction contract for the restroom site work and other site work as needed at Two Rivers Park, for \$26,800 – Funded by the State Parks Per Capita Grant and other park grants depending on location of work.
    - Director Hendrix made a motion to approve the Lee One Construction contract for the restroom site work and other site work as needed at Two Rivers Park. Director O'Connor seconded, and the motion passed unanimously with a vote of 3 ayes (Lopez, Hendrix, O'Connor)
- ❖ Appoint Board Member for Vacant Seat
  - Tabled until someone is interested
- ❖ Consider GM Contract
  - The contract for Cecil D. Ray was edited to the board's satisfaction after negotiations.
    - Director Lopez made a motion to approve GM Cecil D. Ray's contract. Director O'Connor seconded, and the motion passed unanimously with a vote of 3 ayes (Lopez, Hendrix, O'Connor)

**No Need for a closed session at this meeting**

**Regular Meeting Adjourned at 6:46**

Submitted,

  
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Cecil D. Ray  
Board Secretary and General Manager

  
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Brett Hendrix  
Board Vice President