

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

July 17, 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 O'Connor to approve the regular board meeting minutes from 6/12/2024 and the special meeting minutes from 6/12/2024. Director Hendrix 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 3 ayes (DeWitt, Hendrix, O'Connor, Lopez)

❖ **Chairman's Report**

- None

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

○ **Two Rivers Park**

- Plans continue for the Pavilion and Restroom to be constructed by September.
- The Grant Loan for \$200,000 is in the final stages and hope to pass the MOU tonight. If it is not available, we will need to schedule a special meeting at the Boards convenience.
- Pavilion
  - The building permit was submitted to the county, but because of the processing time, the pavilion construction may be delayed until the beginning of August.
  - CoreTen has been contracted to complete the site work for the pavilion.
    - They started on Tuesday July 16<sup>th</sup> and should be finished within a week.
  - Waiting to hear from Romtek on the date for constructing the pavilion
    - Because of the delay from the building permit, they have bump the construction to August.
- Restroom (No change from last month)
  - Unfortunately CXT has not been timely with the final plans, which we need in order to apply for the building permit.
    - This may cause a significant delay, but hopefully it will still be completed this year.
  - Site work will be completed closer to the time of delivery

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- Two Rivers West
  - Coast Counties Construction, along with help from our Operations crew, created a rock barrier and installed a gate on the south side of the property by the Full Gospel Church.
    - This should help with unwanted traffic into the property, and destruction of the trail.
    - Game cams have been installed in various locations to detect any issues
      - A mountain lion, fox (regular visitor), bob cat and deer, have been spotted on the cameras.
    - The Ajumawi and Native Plants signs
  - Scott also added more rocks at the beginning of the road because of the issue we encountered a couple months ago when someone was able to pull them out to avoid the gate.
  - Signs were installed at the gate and beginning of the trail, along with a sign on Grand Rapids directing people to the hiking trail.
  - Two Rivers West is nearly complete, with the exception of two picnic tables!
- Lions Park
  - There was a leak inside the concrete of the old drinking fountain. There was no way to repair it, so the entire fountain was removed.
    - We are planning to replace it soon
- ❖ **Treasurers Report** (Copied from written report)
- **Fiscal Year**
  - June 30<sup>th</sup> marked the end of the Fiscal Year Ending 2024 (FYE 2024). The revenue and expense numbers will not change very much, but there are a couple adjusting entries left to be completed before the fiscal year is closed. I will include a **final** wrap up of the fiscal year in August or September.
- **Revenue**
  - Operating revenue: \$95,179
    - Water: \$68,617 Actual - \$64,469 Budget
    - Sewer: \$21,975 Actual - \$22,598 Budget
    - Approximately \$5,000 over the budgeted amount for the month.
    - 94% for the year
  - **Water: FYE 2024 \$609,300 Actual - \$659,298 Budget**
  - **Sewer: FYE 2024 \$252,401 Actual - \$256,126 Budget**
  - **Total Revenue was 95% of the budgeted amount for FYE 2024 (\$47,300 under budget)**
- **Employee Expenses**
  - Total Employee expenses: \$33,325
    - Approximately \$1,900 under the budgeted amount.
      - **94% for the year (\$27,863 under budget)**
- **Operating Expenses**
  - Total operating expenses: \$10,740

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- Approximately \$5,000 under the budgeted amount.
  - **85% for the year (\$34,454 under budget)**
- **Total Expense were 91% of the budgeted amount for FYE 2024 (\$62,317 under budget)**

○ **Summary**

- With Income under the budgeted amount and Expenses also under, the net income for FYE 2024 was \$15,017 over the budgeted amount.
- Net income for the year, *after* depreciation and Grant activities: \$618,983
  - Net income without grant activity and depreciation: \$296,649
- Depreciation has not been calculated for June, as the actual annual depreciation still needs to be determined.
  - This is one of the adjusting entries that will be made to close out the fiscal year

**GRANT ACTIVITY**

○ **Reimbursements Requested – Likely Receive in July**

\$66,544.00 – REQ #1 SWRCB – Water Planning Grant (\$36,934 will go to us, the rest is due to Pace)

○ **Received in June**

\$21,146.50 – REQ#9 CA Natural Recourses Agency (Green Infrastructure Grant)

\$14,366.15 - REQ#5 Sierra NV Conservancy (Stewardship Council Enhancement Grant)

\$7,040.25 (7,822.50 Requested – 10% Retainage) - REQ#2 CA State Parks (Per-Capita Grant)

**Total: \$43,335.15**

\* All Parks grant invoices must be paid to be reimbursed. At this time, Water grants invoices can be held for reimbursement.

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

- Joseph and Bill have continued to work on the state mandated Lead service line inventory.
- Mowing and weed eating has continued throughout the last month at several locations.
- Joseph, Mary and Bill all have completed their Sexual harassment for managers and board members
- Tested the backflow device at the ponds. This device has failed, and replacement parts have been ordered.
- Sprayed wasps at the well and at the ponds. Joe and Bill both got stung.
- Two more meters in the district have been changed out this month. One because it was running in reverse, and the other was leaking and analog.
- Bill and Joseph have been working with Scott Nelson (Coast County Construction) up at Two Rivers east trail to build a rock barrier and install a gate around CSD property
- Jeremy from JPIA came up for a site visit. He was pleased with the progress that the district had made since his last visit.

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- Emergency flashing lights have been added to the front of the Ford F-450.
- Had a leaking drinking fountain located at Lions Park. Joe and Bill removed the drinking fountain as the leak was located within the drinking fountain structure itself and not on the service line. The service line was capped and buried.
- At the request of JPIA we had our pressure tanks inspected by HSB. All tanks that qualified for inspection have passed and we are good for another 4 years.
- Joe has passed his written DMV testing for his class A license. He plans to take driving school later on in the fall.
- Fire Hydrants have been flushed, and meters have been read and the drought report is completed for June
- Water loss for the month was 27 GPM/ 12% (this is 4% more than last month)
- Bacti samples for the month were negative.

❖ **Managers Report**

**General Comments:** I continue to recover from a broken hip. This process is much longer than I anticipated, and I have been advised by the orthopedic surgeon to be patient as full recovery may be months ahead. Amber Beck, Bill Rodeski, and Joseph Huston continue to keep the district functioning routinely without issue. My primary focus has been on on-going projects.

**Continuing Education:** Joseph Huston has tested and has an in-training permit for a commercial driving license.

**Administrative:**

**Bridge Loan - Rural Community Assistance Corporation – RCAC –** Now that we have awarded a contract for the McArthur Well Improvements we will need to proceed with this loan in the coming weeks. I will be in contact with Mike Archer.

**LAFCO – 2021 Annexation –** This annexation is complete. The final map we provided to LAFCO has been accepted by them. A listing of the new parcels they are to add to tax rolls has been provided to us. All related documents are in our internal electronic file record from CSD formation to present.

**Grants:**

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

- Following successful test pumping of the FR Cemetery Well including quantity and quality analysis hydrogeologist Bonnie Lampley concluded a second well could be drill next to the first well at the FR Elem School site. Her conclusions were this second well would not impact the Cemetery or other neighboring wells, water quality would be better than the first well, it should meet DDW drinking water standards, be in a shallower aquifer, and not require water treatment.
- After consultation with the funding agency regarding cost associated with treating water from the first well as opposed to drilling costs for a second well, approval to proceed with the second well was received.
- If all well permits and Change Orders can be completed this week drilling could commence next week.
- 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 -**

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The design has stopped until the second well is completed and tested.

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

On May 3, 2024, I forwarded to DFA the results of our community Letter of Intent support effort. Including the Fall River High School funding formula we had 88% positive support from the community.

On July 2, 2024, the State Water Resources Control Board met to consider their new draft Clean Water State Revolving Fund (CWSRF) Intended Use Plan. This is the annual policy as to how water and wastewater project funds are allotted. The surprise was that the maximum grants for wastewater projects would be reduced to \$15M which kills our project as presently presented.

In consultation with Paul Reuter, I have reacted as quickly as possible. Senator Dahle and his staff have assisted in support. Some community members have responded as well.

A copy of the District Comment Letter is at the end of this report.

I will be attending a Zoom meeting today in Redding with Paul Reuter to discuss project status after he and I meet to discuss our options.

**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.**

A Town Hall meeting is set for July 24, 2024, 6:00 PM, Lions Hall, McArthur to explain the planning project to the community and seek their input on the design selection for an elevated water tank in McArthur.

**5. McArthur Well – “Well No. 1 Improvements”: DWR, Lead Person: Ashley Gilreath with AnnMarie Ore as her direct Supervisor**

Since all bids we received for this project exceeded our funding limit with some guidance from our attorney we were able to remove and alter some items from the bid package to negotiate a contract with MDS Engineering & Construction, Inc. at an amount within our budget as follows:

- Pump, Motor, and Controls Renewal – Sch. A                               \$504,000
- Backup Generator   - Sch. B                               \$320,493

They have received a Notice to Proceed, will begin their material submittal process to Pace, and plan to install pump and electrical upgrades beginning in October or November. Their schedule will be dependent upon availability of material.

**Backup Generator Funding Program: RCAC Grant Lead Person: Andrew Reynolds**  
Generator as noted above.

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

Monthly Zoom meetings continue, and the design project is moving slowly.

**Projects:**

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

No updates from John Heath, Shasta County, Deputy Director Public Works as to the status of County’s Block Grant funding application that included funding our waterline across the planned replacement Pit River Bridge.

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2. **Diamond Mapping:** No activity
3. **Blueprints/Record Plans/Documents:**  
Gerald Stone continues to make diligent progress on this huge project. Gerald continues to take plans to Ellis in Redding for scanning.
4. **Engineering Support:** Continuous communication with Paul Reuter, P.E. (President/Managing Engineer); Bryan Gentiles, P.E. (Electrical); and Paige Cibart, P.E. (Civil) at PACE and Kip Lybarger – Altec Engineering regarding ongoing projects.
5. **McArthur Well IH Standby Engine Rehab:**  
**Rehab** – Is on hold due to available time.

**OLD BUSINESS:**

- None

**NEW BUSINESS:**


- ❖ Consider Resolution 2024-05 McArthur Well Grant Authorization
  - Authorization needs to be formalized for the signing of all documents pertaining to this grant
- ❖ Director Hendrix made a motion to approve Resolution 2024-05. Director O'Connor seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, O'Connor, Lopez)
- ❖ Consider Resolution 2024-06 Workplace Violence Prevention Policy
  - The District is required to have an active WVPP
  - Joseph Huston has been working with JPIA to get the District in full compliance with all policies that are required.
  - This is a new policy, created with a general template with all the required information
  - Director Lopez noticed a few errors
    - The grammar or typing errors will be corrected
    - The section that required an employee name instead of the template name will be edited to add Joseph Huston.
  - Chairman DeWitt made a motion to approve Resolution 2024-06 with the edits mentioned. Director Lopez seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, O'Connor, Lopez)
- ❖ Consider Resolution 2024-07 Confined Space Procedures
  - The District is required to have active and up to date Confined Space Procedures
  - Joseph Huston has been working to get the District in full compliance with all policies and procedures related to safety and operations.
    - Director Hendrix made a motion to approve Resolution 2024-07. Director O'Connor seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, O'Connor, Lopez)
- ❖ Consider MOU for Parks Grant Loan
  - The Stewardship Enhancement Grant is for a total of \$550,000
    - It is a reimbursable grant, meaning the District needs to pay first and then wait for reimbursement.
    - The District does not have the funds to pre-pay large invoices for items such as the pavilion construction.

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- Golden State Financial offers loans up to \$200,000 with no interest or fees
- Director Lopez made a motion to approve the MOU with Golden State Financial, signed by Chairman DeWitt. Director O'Connor seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, O'Connor, Lopez)
  
- ❖ Consider Pre-Approved Invoices for the FYE 2025
  - The pre-approved invoices attached in the board packet
  - There have been no additions since the last approval
    - Chairman DeWitt made a motion to approve the Pre-Approved invoices for FYE 2025. Director O'Connor seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, O'Connor, Lopez)
  
- ❖ Consider Pay Schedule for FYE 2025
  - The only change in the pay schedule from the previously approved:
    - Removal of Wastewater Supervisor – No longer needed within the District since both operators have their license
    - Increase in Laborer rate to comply with California minimum wage
  - Director Hendrix made a motion to approve the Pay Schedule for FYE 2025. Director O'Connor seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, O'Connor, Lopez)
  
- ❖ Assign Committee Members for Policies and Procedures, Finance and Parks
  - Policies and Procedures
    - Director Lopez and Director O'Connor
    - Director O'Connor and Director Hendrix
    - Director Lopez and Chairman DeWitt
  
- ❖ Elect Board Chairman and Vice Chairman
  - Director O'Connor made a motion for Tyler DeWitt to continue as Chairman of the Board. Director Hendrix seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, O'Connor, Lopez)
  - Chairman DeWitt made a motion to appoint Director Hendrix as Vice Chairman of the board. Director O'Connor seconded, and the motion passed unanimously with a vote of 4 ayes (DeWitt, Hendrix, O'Connor, Lopez)

**Regular Meeting Adjourned at 6:26 PM**

Submitted,

  
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Cecil D. Ray  
Board Secretary and General Manager

  
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Tyler DeWitt  
Board President