

AGENDA

FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING January 15, 2025, 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 12/11/2024 and Special Meeting on 12/17/2024 (D) (I) (A)

COMMUNICATIONS: None

CONSENT AGENDA: None

REPORTS:

Chairman Report

Parks & Rec Report:

Amber Beck

Treasurers Report:

Amber Beck

Approve Invoices (D) (I) (A)

Operations Report:

Bill Rodeski

Manager Report:

Cecil Ray

OLD BUSINESS:

- None

NEW BUSINESS

- Consider Resolution 2025-01 - Water System Improvements Grant Authorizing Resolution (D) (I) (A)
- Consider Resolution 2025-02 – Update to On-Call Policy (D) (I) (A)

Closed Session

- Employee Matters – Employee Evaluation (D) (I) (A)

End Closed Session

- Results of Closed Session

ADJOURNMENT OF MEETING

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

December 11, 2024

CALL TO ORDER:

Vice Chairman Hendrix called the Regular Board Meeting to Order at 6:00 pm

ROLL CALL OF DIRECTORS:

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

Director's absent: DeWitt

VISITORS: Jason Harper

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- A motion was made by Director O'Connor to approve the regular board meeting minutes from 11/13/2024. Director Lopez seconded, and the motion passed unanimously with a vote of 3 ayes (Hendrix, O'Connor, Lopez)

APPROVAL OF INVOICES:

- Director Lopez 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 (Hendrix, O'Connor, Lopez)

Parks Report (Copied from written report)

❖ Two Rivers Park

- The Green Infrastructure Grant has been amended to end 12/21/2025
 - Trees and shrubs will be planted in the early spring
- Restroom
 - The restroom is in the process of being completed
 - Lee One Construction is working on the walkways and connections to the restroom.
 - There were a couple issues with the restroom, which are waiting to be resolved before payment is submitted
 - The grab bars on each side of the water fountain were missing
 - CXT is shipping these to the District – likely in January
 - There was an outlet missing from the control room
 - Waiting for an updated invoice with a credit for this
- Lee One Construction will be repairing the asphalt in places along the trail, along with completing the walkways to the pavilion.
- The four interpretive signs will be installed after the landscaping in the spring.

❖ Two Rivers West

REGULAR BOARD MINUTES
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REGULAR BOARD MEETING

- The trailhead is finished
 - A smaller tractor was rented to finish the area with base rock.
- The gate is now closed for the winter

❖ **Fall River Lions Park**

- Waiting for the electrical panel to be updated and repaired (behind the sign)
 - The District signed off on an estimate provided by Quicksilver Electric
- The water is off, and the restrooms are locked for the winter

Treasurers Report (Copied from written report)

- **Summary**
 - The total of all revenue is over the budgeted amount for the year at 44%
 - The total of all Expenses is over by 1% but will likely drop under the budgeted amount in the next couple of months.

- 42% through the fiscal year

- *Revenue*
 - Operating revenue: \$65,264
 - Approximately \$1,400 under the budgeted amount for the month.
 - 46% for the year
 - Total Revenue: \$65,421
 - 44% for the year

- *Employee Expenses*
 - Total Employee expenses: \$48,896 (3 Paydays in November)
 - Approximately \$1,000 under the budgeted amount.
 - 41% for the year

- *Operating Expenses*
 - Total operating expenses: \$14,759
 - About \$17,000 under the budgeted amount.
 - 45% for the year
 - At this point in the fiscal year the percentage is over in operating expenses because of large annual invoices.
 - Audit
 - Interest for USDA annual loan payment
 - Because of the extra *water testing*, this account will be over budget for the year.

- Total Expenses: \$63,655
 - \$18,600 under the budgeted amount
 - 42% for the year

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- The \$16,500 audit expense was budgeted for November, but paid in October, which accounts for the lower expenses.
- Net Income including Depreciation and Grant Activities is \$644,953

Operations Report (Copied from written report)

- **System**
- Backflow devices for the fairgrounds have been ordered and will be installed as soon as they arrive.
- Bill and Joseph continue to bring firewood into the shop for the winter weather.
- Joe has completed the groundwork for Amber at Two Rivers trail head at the top of Grand Rapids.
- After flushing and treating the tanks a few times, our test results did come back negative for coliform.
- The state has been notified of the negative coliform test and Bill has completed and submitted the Level 1 assessment that was required by the Water Resource Control Board.
- Joseph and Bill are continuing to flush and treat the system. We want to ensure that we have eliminated all contaminants from the system
- Joseph has written and submitted a grant offered through JPIA for a new pipe locator for the district. This type of equipment will serve the district well for years to come. We will receive notification of award by March 1st of 2025.
- 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 10 GPM, representing 14%, a 2% increase from last month. This number may be skewed due to high amounts of water loss due to hydrant flushing.
- Bacterial samples for the month returned negative.
- **GOALS FOR NEXT MONTH**
 - Complete backflow install at the fairgrounds
 - Continue to monitor and report on the well site improvement project
 - Load and stack firewood in the shop
 - Take Dodge to Redding for 100k mile maintenance.

Manager Report

General Comments:

My primary focus has been to make copious modification notes on copies of our scanned historical water distribution drawings to support Pace's design effort to replace 5,000 feet + of the pre 1970 steel water piping and valves. The notes include information I have from personal knowledge, drawings plus photographs of abandonments, line replacements, underwater river crossings, line additions, and how they relate from drawing to drawing. I have had two long in-person meetings with Pace staff engineers in Redding to familiarize not only them with the noted drawings, but how we could best utilize this waterline replacement opportunity within the available funding limits.

Continuing Education:

No recent activity.

Administrative:

McArthur Well Improvement Construction Inspections – Our staff support to reduce costs for this effort successfully continues.

Bridge Loans

- Golden State Natural Resources – Continue to communicate with GSNR to maintain our good relationship for additional loans in the future.

REGULAR BOARD MINUTES
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- RCAC – After reviewing our cash flow needs for the McArthur Well Improvement Project with Amber we have decided to close our application for another bridge loan from them. If we should need future funding, we can open a new application.

Grants:

- 1. Test Well Project @ Curve Street: UEI AR 6376 – TA Grant – Sac State: Grant Engineer: Randy Marx**
 - **Delays continue.**
 - During my last 26 November Zoom meeting on this project the revised Workplan modifying the budget and extending the grant timeline was signed. UEI must modify contracts for the consultants and the driller. The Driller contract has priority and should be executed by the end of December.
 - The driller, Arley Enloe, is ready to immediately mobilize and could be drilling in January.
 - Once the drilling, flow testing and quality testing are successfully completed we will need to apply for a revision to our operating permit with DDW. We have been provided with a revision application via Mike Burgess, our DDW Inspector.
- 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.**
 - I am in communication with Pace Engineers with the preliminary planning and design effort.
 - Although specific design cannot be done until the new well is drilled, and testing for water quantity and quality has been completed Pace has been in communication with hydrogeologist Bonnie Lampley and have been provided guidance as to expected well production quantity. With this information preliminary design efforts continue.
 - I met with Paul Reuter and Paige Cibart at Pace in Redding on Monday 16 December to discuss overall design, pump type possibilities, electrical controls, SCADA interface and general site layout.
 - Although we have received a time extension, we will have to be aggressive to complete all the improvements by the end of 2025.
- 3. Wastewater System Expansion (McArthur) Project:**
Cheng Vue – SWRCB – DFA – Project Manager; Jame Garcia – Cheng Vue Supervisor
 - Continue to communicate with Project Manager, Cheng Vue, which has included updating some of our financials from when we initiated this application.
 - 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
\$2,016,000 Planning and Design Grant
 - Jen Collins, Pace Engineering, has been assigned as the Lead Engineer on this project.
 - The project is moving forward with on-ground surveys, and initial design efforts.
 - I am meeting in Redding with Keith Krantz, Pace Civil Engineer, tomorrow as we get into details of existing infrastructure and future improvement design.

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- I have met with Keith Krantz and Marius van Zyl, Pace Engineers, currently focusing on the pipeline replacement portion of this project design on 14 November and 9 December at their Redding office. These meetings require lengthy discussion of replacement priority needs, combining past multiple improvement projects by different engineers, hand written internal notes of modifications, and combining all these into one design document with the goal of having a district-wide up to date plan set where all known infrastructure is current.

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

- The Variable Speed Electrical Drive is in the final stages of submittal approval. The assembly of this VFD will be the primary critical path project element. It needs to be installed before the pump can be replaced out.
- The replacement pump has been delivered to a subcontractor in Chico.
- The plan currently is to change out the pump in March per Devin – MDS.
- The prime contractor poured the concrete foundations for the Standby generator, VFD, and pump pedestal on Friday, 6 December.

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

- Deliverable delivery date is unknown.

Land Purchase from Maher under Option to Purchase

- Pace continues to work on legal descriptions and plat maps for review to complete existing ingress/egress easement modifications with the US Department of Agriculture and Mr. Maher.
- These easements are within the Maher/USDA Conservation agreement and can be completed prior to any purchase date.

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

- On 21 November Zoom meeting the 50% project design was discussed with comments to be considered as design finalizes.
- An application for construction funding will be in the next phase of this planning grant once the design is complete. The potential funding date is unknown.

Projects:

1. Pit River Bridge – Easement Negotiations with Shasta County

- I have had communication with John Heath, Shasta County, Deputy Director Public Works as to status of the County’s Block Grant funding application. Mid November he had nothing to report and stated he would let me know when funding has been committed.

2. Blueprints/Record Plans/Documents:

- Gerald Stone continues to make diligent progress on this huge project which we estimate to be 99% complete.

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- I have task Gerald to prepare a preliminary site development plan for the proposed McArthur Lift Station site purchased property such that any visions for the property can be included in the sewer grant CEQA such that it will not have to be redone if warehouse, office, parking, aggregate storage, and etc. is ever built upon the property.
- Although Pace has some of these drawings/records once this project is complete the full record will be shared with them for their archival records to use in on-going and future design efforts.

OLD BUSINESS:

- None

NEW BUSINESS:

- ❖ Consider Appointment of New Board Member
 - Directors Hendrix and O'Connor met and discussed the board application from Jason Harper and believe he is a good candidate.
 - Director Hendrix made a motion to appoint Jason Harper to the vacant Board of Directors seat. Director O'Connor seconded, and the motion passed unanimously with a vote of 3 ayes (Hendrix, O'Connor, Lopez)

Open Closed Session at 6:25

Return From Closed Session

- ❖ Employee Matters – GM Evaluation
 - The board spoke with Employee William Rodeski to get an update on training/transition for the GM position.

Regular Meeting Adjourned at 7:00

Submitted,

Cecil D. Ray
Board Secretary and General Manager

**SPECIAL BOARD MEETING MINUTES
FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT
December 17, 2024**

CALL TO ORDER: 6:00 pm

ROLL CALL OF DIRECTORS:

Director's present: DeWitt, Hendrix, O'Connor, Lopez, Harper
Absent: None

VISITORS: None

PUBLIC COMMENT: None

NEW BUSINESS: None

Adjourn Regular Meeting at 6:05 pm

Open Closed Session at 6:05 pm

Re-Open Regular Meeting at 6:53 pm

- Results of Closed Session: Employee Matters General Manager Review (D) (A) (I)
 - Institute a regular Staff Meeting, either weekly or bi-weekly

Meeting adjourned at 6:55 pm

Submitted and Approved,

Cecil D. Ray
Board Secretary and General Manager

Brett Hendrix
Board Vice President

Parks Report

1/15/2025

❖ Two Rivers Park

- Joseph and Bill have placed straw wattles (long rolls of straw) for erosion control along the west side of the park, along with covering the existing pile of soil.
 - McEntire Landscaping placed the topsoil before the weather turned, and this will contain any runoff that may occur because of the rain and snow.
- CXT
 - We hope to have a revised invoice for the restroom by the time of the board meeting.
 - CXT is adjusting the original invoice because they put an outlet in the restroom, which we did not want.
 - The ADA handrails for the sides of the drinking fountain were not delivered with the restroom.
 - They were delivered on 1/6/25 and will be installed by Lee One construction in the spring.
- Electrical
 - PG&E required the district to install our own power pole adjacent to the existing pole.
 - Excel Electric performed the work in 5 hours and did a great job. They also covered and disconnected the outlet that was installed in the restroom by mistake.
 - The power will be hooked up by PG&E soon.

❖ Fall River Lions Park

- The voltage regulator on the new zero turn mower at the Lions Park has been recalled.
 - Tom Martin will take it to Pape sometime this winter to have it replaced.

❖ Reimbursement Requests

- Green Infrastructure Grant: Request #11 Emailed on 1/7/25 \$26,420.00
- Stewardship Enhancement Grant: Request #9 Emailed on 1/3/25 \$41,043.26
- Per Capita Grant: #5 Pending updated CXT Restroom Invoice, will be approximately \$129,000 and will close out the grant. Because of the way the match works, we will still have approximately \$13,000 remaining to spend on the apron and approaches to the restroom. The estimate from the contractor is an additional \$12,260 to finish the project – Which includes approaches to the pavilion and other work covered by the Enhancement Grant.

Treasurers Report

For December 2024

❖ **Summary**

- The final audit is complete, and copies are available for the board members.
- Total revenue is over the budgeted amount for the year at 51%
- Total Expenses are right on budget at 50%
- The District is where it should be halfway through the fiscal year, and we have been adding to the Reserves every month as budgeted.
 - The Capital Reserve account balance is \$501,496 as of December 31st, \$200,000 of which is the Parks grant loan.
 - Once the Wastewater Construction Grant begins, we can apply for a reimbursement of approximately \$175,000 that will go directly into the reserve account.

❖ **50% through the fiscal year**

❖ **Revenue**

- Operating revenue: \$65,617
 - Approximately \$1,000 over the budgeted amount for the month.
 - 53% for the year
- Total Revenue: \$65,803
 - 51% for the year

❖ **Employee Expenses**

- Total Employee expenses: \$34,586
- Approximately \$1,400 under the budgeted amount.
 - 49% for the year

❖ **Operating Expenses**

- Total operating expenses: \$18,431
 - About \$6,000 under the budgeted amount.
 - 52% for the year

❖ **Total Expenses: \$53,016**

- \$7,500 under the budgeted amount
 - 50% for the year

- ❖ Net Income including Depreciation and Grant Activities is \$697,887. Without the grants included it is \$21,141

Submitted by,
Amber Beck, Board Treasurer

OPERATIONS REPORT 01.15.25

○ **System**

- We are experiencing some more manhole blockage issues at the elementary school. We have been called to deal with this at least 2 times since our last meeting. We were convinced that this issue was somewhat resolved when we repaired the crevice and aggregate issue back in 2021. This is something we will have to keep a close eye on in the future and may need to revisit in the spring
- Bill and Joseph took the Dodge to Crown Motors in Redding to be serviced. This service included a 100k mile maintenance as well as an oil leak repair and a transmission cooling valve replacement. While in Redding, we took the Ford to Anderson to pick up waddles for water runoff prevention at Two Rivers Park. Those waddles and top-soil tarps were placed at the park.
- Bill and Joe assisted Ben Babcock from the fairgrounds in identifying and repairing a leak located on the downstream side of their 2” meter located across from Ingram Hall.
- Lovejoy couplers at the booster station have been replaced. We have a tentative plan in place to get with Ron Shannon and address the pump leveling issues that we believe are causing these couplers to fail at a faster rate than industry norm.
- While doing routine generator motor tests at the Bridge St lift station, Bill and Joseph noticed an issue with the transfer switch not transferring back to PG&E power after its run cycle. Mark Thomas of Quicksilver Elec was contacted to come and diagnose what may have caused the anomaly. With no obvious answer to the issue, he suggested we exercise the timer offset on occasion to ensure that it’s functioning properly
- Bill attended a CRWA class in Cottonwood on grant funding process. This was a good opportunity to network and gain valuable knowledge.
- 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 11 GPM, representing 15%, a 1% increase from last month. This number may be skewed due to an offset of meter reading dates
 - Bacterial samples for the month returned negative.

○ **GOALS FOR NEXT MONTH**

- Joe is studying for his Wastewater 2 exam. Bill is continuing his Project Management training course
- Complete and submit the annual surface water report to the SWRCB
- Meter, box and lid replacement

INVOICES FOR DECEMBER 2024

INVOICES FOR APPROVAL

VENDOR	DESCRIPTION	AMOUNT	Not Paid
Cecil Ray	Mileage to Redding - Pace Meeting	\$119.93	\$119.93
Ed Staub & Sons	Fuel	\$441.91	\$441.91
Ellis Arts and Engineering	Scan Plans	\$40.80	\$40.80
Valley Best Hardware	Shop supplies and repairs	\$337.30	\$337.30
Petty Cash	Postage	\$20.90	\$0.00
Singleton Auman	Final Audit Billing	\$1,000.00	\$1,000.00
State Water Resources Control Board	Annual Permit and Water system fees	\$5,720.32	\$1,775.32
William Rodeski	Mileage Reimbursement	\$93.80	\$93.80
Woodssong Computing	Annual Maintenance - Old Invoice for PC Troubleshooting	\$1,380.00	\$1,380.00
Total		\$9,154.96	
Due as of 12/31/2024			\$5,189.06

PRE-APPROVED INVOICES

VENDOR	FOR	AMOUNT	Not Paid
EDD	Due as of 12/31/2024	\$808.80	\$0.00
Coastal - Printer Lease	Due as of 12/31/2024	\$334.71	\$0.00
F&M Bank - Solar Lease Payment	Due as of 12/31/2024	\$2,017.00	\$0.00
Frontier - Internet/Telephone	Due as of 12/31/2024	\$354.61	\$0.00
Internal Revenue Service	Due as of 12/31/2024	\$6,005.20	\$0.00
Joseph Huston - Cell Phone	Due as of 12/31/2024	\$35.00	\$0.00
JPIA - Dental/Vision/Life	Due as of 12/31/2024	\$555.90	\$0.00
Pers - Employee Health	Due as of 12/31/2024	\$6,969.32	\$0.00
Pers Retirement	Due as of 12/31/2024	\$3,466.25	\$0.00
Pace Analytical- Water Testing	Due as of 12/31/2024	\$1,598.30	\$0.00
Pers Unfunded Liability	Due as of 12/31/2024	\$2,617.42	\$0.00
PG&E	Due as of 12/31/2024	\$2,865.62	\$0.00
Starlink	Due as of 12/31/2024	\$120.00	\$0.00
William Rodeski - Cell Phone	Due as of 12/31/2024	\$35.00	\$0.00
Cecil Ray - Stipened	Due as of 12/31/2024	\$300.00	\$0.00
Total		\$28,083.13	\$0.00
Due as of 12/31/2024			\$0.00

Grant Reimbursable - (Not Paid Includes Previous Invoices)

VENDOR	FOR	Current	Not Paid
Pace Engineering	2268.06 - Water System Improvements	\$153,547.21	\$153,678.71
Pace Engineering	2268.07 McArthur Sewer Improvements	\$1,709.50	\$84,965.65
Pace Engineering	2268.08 IRWM Well No. 1 Improvements	\$12,416.00	\$40,470.62
Pace Engineering	2268.09 FRM Well No. 1	\$2,045.75	\$2,749.75
Excel Electric	Per Capita Grant - Restroom Electrical and Pole	\$7,900.00	\$7,900.00
Total		\$177,618.46	\$289,764.73
Due as of 12/31/2024			\$294,953.79
Total APAmount for the month:		\$182,807.52	

Fall River Valley Community Services District
Aged Payables by Due Date
Aging Date - 12/1/2024
From 12/1/2024 Through 12/31/2024

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
Cecil Ray	Mileage to Redding - Pace Mtg	119.93	0.00	0.00	0.00	0.00	119.93
Ed Staub & Sons	Fuel Charges	441.91	0.00	0.00	0.00	0.00	441.91
Ellis Arts and Engineering	Digitize Service	40.80	0.00	0.00	0.00	0.00	40.80
Excel Electric	Electrical Pole and Hookup to TRP Restroom	7,900.00	0.00	0.00	0.00	0.00	7,900.00
Pace Engineering	2268.06 - Water System Improvements	153,547.21	0.00	0.00	0.00	0.00	153,547.21
	2268.06 Water System Improvements	0.00	131.50	0.00	0.00	0.00	131.50
	2268.07 McArthur Sewer Improvements	1,709.50	1,066.75	10,063.25	8,637.00	63,489.15	84,965.65
	2268.08 Well No. 1 Improvements	12,416.00	7,606.50	13,619.75	6,828.37	0.00	40,470.62
	2268.09 FRM Well No. 1	2,045.75	0.00	381.25	322.75	0.00	2,749.75
Singleton Auman PC	Final Audit Billing	1,000.00	0.00	0.00	0.00	0.00	1,000.00
State Water Resources Control Board	Water System Annual Fees	1,775.32	0.00	0.00	0.00	0.00	1,775.32
Valley Best Hardware	Maintenance and supplies	337.30	0.00	0.00	0.00	0.00	337.30
William Rodeski	Mileage for Water Testing	93.80	0.00	0.00	0.00	0.00	93.80
Woodssong Computing	Annual Maintenance	1200.00	0.00	0.00	0.00	0.00	1,200.00
	PC Issues - Ops - Old Invoice	180.00	0.00	0.00	0.00	0.00	180.00
Report Total		<u>182,807.52</u>	<u>8,804.75</u>	<u>24,064.25</u>	<u>15,788.12</u>	<u>63,489.15</u>	<u>294,953.79</u>

Fall River Valley Community Services District
Statement of Revenues and Expenditures - *BM Budget vs Actual
From 12/1/2024 Through 12/31/2024

	December 2024 Actual	December 2024 Budget	Total Budget	YTD Actual (07/01/2024 - 12/31/2024)	YTD Percent Used
Revenue					
Operating Revenue					
Revenue-Utilities	65,048.13	64,011.39	890,446.00	465,317.88	52.25%
Outside/Container Revenue	0.00	0.00	9,500.00	15,568.00	163.87%
Utility Fees	568.70	600.00	7,365.00	3,785.40	51.39%
Total Operating Revenue	<u>65,616.83</u>	<u>64,611.39</u>	<u>907,311.00</u>	<u>484,671.28</u>	<u>53.42%</u>
Non Operating Revenue					
Taxes Revenue	78.35	0.00	54,100.00	4,464.17	8.25%
Interest Revenue	107.72	0.00	0.00	499.24	0.00%
Donations	0.00	0.00	0.00	600.00	0.00%
Miscellaneous	0.00	0.00	0.00	1,492.04	0.00%
Total Non Operating Revenue	<u>186.07</u>	<u>0.00</u>	<u>54,100.00</u>	<u>7,055.45</u>	<u>13.04%</u>
Total Revenue	<u>65,802.90</u>	<u>64,611.39</u>	<u>961,411.00</u>	<u>491,726.73</u>	<u>51.15%</u>
Expenses					
Employee Expense					
Wages	25,380.49	26,363.92	339,094.16	168,748.82	49.76%
Payroll Taxes	1,692.02	1,935.12	24,889.52	11,390.15	45.76%
Employee Health Insurance	5,766.66	5,773.00	73,432.56	34,605.54	47.12%
PERS- Retirement	1,746.44	1,965.45	26,805.00	11,948.65	44.57%
Compensation Insurance	0.00	0.00	5,200.00	1,311.23	25.21%
Total Employee Expense	<u>34,585.61</u>	<u>36,037.49</u>	<u>469,421.24</u>	<u>228,004.39</u>	<u>48.57%</u>
Operating Expense					
PERS Unfunded Liability 1595	2,617.42	2,618.00	31,416.00	16,054.52	51.10%
Legal & Accounting	1,000.00	500.00	25,000.00	18,100.00	72.40%
Outside Services	220.80	2,100.00	25,200.00	6,131.26	24.33%
Permit Fees	5,720.32	7,600.00	11,400.00	5,720.32	50.17%
Association Dues	0.00	0.00	9,700.00	8,582.73	88.48%
Insurance	2,000.00	2,000.00	24,000.00	12,000.00	50.00%
Office Supplies	0.00	200.00	2,400.00	1,019.49	42.47%
Shop Supplies	0.00	210.00	2,520.00	950.33	37.71%
Postage	242.10	240.00	3,480.00	1,484.16	42.64%
Bank Fees	0.00	10.00	120.00	70.00	58.33%
Equipment/Tools	0.00	300.00	4,105.00	2,493.64	60.74%
Water Tests	170.00	250.00	3,000.00	2,616.68	87.22%
Vehicle Expense	0.00	300.00	4,800.00	404.22	8.42%
Maintenance & Repairs	337.30	1,600.00	19,300.00	3,718.67	19.26%
Interest Expense	222.34	0.00	11,201.55	12,535.59	111.90%
Software License & Hardware Maint	1,534.71	1,828.00	15,798.00	11,351.89	71.85%
Education	0.00	200.00	6,200.00	4,195.24	67.66%
Mileage	363.73	350.00	4,200.00	2,047.70	48.75%
Fuel	441.91	700.00	8,600.00	2,991.11	34.78%
Telephone/Internet	694.61	790.00	9,635.00	4,927.80	51.14%
Utilities	2,865.62	2,400.00	29,200.00	15,518.05	53.14%
Miscellaneous Expense	0.00	350.00	4,233.73	297.54	7.02%
Total Operating Expense	<u>18,430.86</u>	<u>24,546.00</u>	<u>255,509.28</u>	<u>133,210.94</u>	<u>52.14%</u>
Total Expenses	<u>53,016.47</u>	<u>60,583.49</u>	<u>724,930.52</u>	<u>361,215.33</u>	<u>49.83%</u>
Net Income	<u>12,786.43</u>	<u>4,027.90</u>	<u>236,480.48</u>	<u>130,511.40</u>	<u>55.18%</u>

Fall River Valley Community Services District
Statement of Revenues and Expenditures - *BM Budget vs Actual
From 12/1/2024 Through 12/31/2024

	<u>December 2024 Actual</u>	<u>December 2024 Budget</u>	<u>Total Budget</u>	<u>YTD Actual (07/01/2024 - 12/31/2024)</u>	<u>YTD Percent Used</u>
Asset Expense					
Depreciation					
Depreciation Expense	17,963.00	0.00	0.00	107,778.00	0.00%
Total Depreciation	17,963.00	0.00	0.00	107,778.00	0.00%
Amortization					
Amortized Expense	265.47	0.00	0.00	1,592.82	0.00%
Total Amortization	265.47	0.00	0.00	1,592.82	0.00%
Total Asset Expense	18,228.47	0.00	0.00	109,370.82	0.00%
Capital Activities					
Grant Revenue					
Grant/Loan Inflow	38,186.18	0.00	0.00	673,746.27	0.00%
Total Grant Revenue	38,186.18	0.00	0.00	673,746.27	0.00%
Total Capital Activities	38,186.18	0.00	0.00	673,746.27	0.00%
Net Income Including Grant Activities	32,744.14	4,027.90	236,480.48	694,886.85	293.84%

Fall River Valley Community Services District
Balance Sheet
As of 12/31/2024

	Current Year
Assets	
Current Assets	
Cash & Cash Equivalents	675,974.94
Accounts Receivable	145,032.01
Inventories	70,230.28
Prepaid Expenses	17,124.71
Total Current Assets	908,361.94
Long-term Assets	
Property & Equipment	3,544,890.94
Construction in Progress	1,077,847.33
Total Long-term Assets	4,622,738.27
Total Assets	5,531,100.21
Liabilities	
Short-term Liabilities	
Accounts Payable	294,953.79
Other Short-term Liabilities	(411,972.70)
Total Short-term Liabilities	(117,018.91)
Long-term Liabilities	
Long-term Liabilities (Lease/Loan)	632,414.23
Pension Liability	266,328.00
Total Long-term Liabilities	898,742.23
Other Accounts	
Balancing Accounts	154,383.69
Total Other Accounts	154,383.69
Total Liabilities	936,107.01
Net Assets	
Beginning Net Assets	
Net Assets	3,900,106.35
Total Beginning Net Assets	3,900,106.35
Current YTD Net Income	
	694,886.85
Total Net Assets	4,594,993.20
Total Liabilities and Net Assets	5,531,100.21

Fall River Valley Community Services District

Statement of Cash Flows

As of 12/31/2024

	<u>Current Period</u>
Cash Flows from Operating & Non-Operating ...	
Changes in Accounts Receivables-Grants	132,935.42
Grant Revenue	38,186.18
Changes in Accounts receivable-Operations	3,264.99
Interest & Dividends Received	107.72
Sales	65,616.83
Miscellaneous Receipts	303.35
Payments to Employees & Suppliers	(252,223.61)
Total Cash Flows from Operating & Non-Oper...	<u>(11,809.12)</u>
Cash Flows from Investing Activities	
Net Cash from Purchase/Sale of Assets	0.00
Total Cash Flows from Investing Activities	<u>0.00</u>
Cash Flows from Financing Activities	
Net Cash from Long-term Debt Transaction	(1,794.66)
Total Cash Flows from Financing Activities	<u>(1,794.66)</u>
Beginning Cash & Cash Equivalents	
	<u>689,578.72</u>
Ending Cash & Cash Equivalents	<u><u>675,974.94</u></u>

Operating Checking Account December 2024

Check Number	Check Description	Vendor Name	Check Amount
4479	System Generated Check/Voucher	Amber Beck	99.72
4480	System Generated Check/Voucher	Cecil Ray	430.48
4481	System Generated Check/Voucher	Joint Powers Insurance Author	555.90
4482	System Generated Check/Voucher	Keystone Designs	130.00
4483	System Generated Check/Voucher	McEntire Landscaping, Inc.	18,392.10
4484	System Generated Check/Voucher	Napa Auto Parts	79.23
4485	System Generated Check/Voucher	Immense Impact, LLC	499.00
4486	System Generated Check/Voucher	UsaBlueBook	1,441.73
4487	System Generated Check/Voucher	Valley Best Hardware	119.52
4488	System Generated Check/Voucher	Woodssong Computing	280.00
4489	System Generated Check/Voucher	Lee One Construction Inc.	20,000.00
4490	System Generated Check/Voucher	Petty Cash	20.90
4491	System Generated Check/Voucher	Ellis Arts and Engineering	64.45
4492	System Generated Check/Voucher	Pace Engineering	153,688.77
4493	System Generated Check/Voucher	Packway	641.91
EFT 8127548	Annual Permit Fee	State Water Resources Contro	3,945.00
EFT 1-608-084-112	Payroll Liabilities for 2024.12.27	Employment Development Dep	413.69
EFT 1-920-764-560	Payroll Liabilities for 2024.12.13	Employment Development Dep	395.11
EFT 100000017735516	Retirement Contribution Plan - 27147 PD 2024.12	Public Employees Retirement S	1,708.18
EFT 100000017735531	Retirement Contribution Plan - 27147 PD 2024.12	Public Employees Retirement S	1,758.07
EFT 11753744	Fuel	Ed Staub & Sons	380.26
EFT 123487372	Legal - McArthur Well #1	Lagerlof, LLP	1,837.50
EFT 17742055	Employee Health	Public Employees Retirement S	6,969.32
EFT 17752355	Unfunded Liability	Public Employees Retirement S	2,617.42
EFT 1C1Q-JDN6-TFJL	Office Supplies	Amazon.com	212.93
EFT 2024.11.20 WR	Travel	William Rodeski	203.78
EFT 2024.11.22 JH	Tractor Rental	Joseph Huston	700.00
EFT 2024.12 BR	Cell Phone	William Rodeski	35.00
EFT 2024.12 Frontier	Telephone/Internet	Frontier Communications	354.61
EFT 2024.12 JH	Cell Phone	Joseph Huston	35.00
EFT 2024.12 SOLAR	Solar Lease Payment	Farmers & Merchants Bank of	2,017.00
EFT 2024.12.12 Quill	Paper and Membership	Quill	193.37
EFT 23685930	Water Testing	Pace Analytical Services LLC	348.60
EFT 23744712	Payroll Liabilities for 2024.12.13	Internal Revenue Service	2,974.60
EFT 25298008	Payroll Liabilities for 2024.12.27	Internal Revenue Service	3,030.60
EFT 33025025-80590-71	Internet	Starlink	120.00
EFT 35528860619071	Utilities	Pacific Gas & Electric	2,865.62
EFT 38031001	Printer Lease	Coastal Business Systems	334.71
EFT AADZDH33	Pavilion Utilities	Gregory Engineering, Inc.	7,422.40
PR2024115	Employee: Beck; Pay Date: 12/13/2024	Amber Beck	2,263.25
PR2024116	Employee: Huston; Pay Date: 12/13/2024	Joseph M. Huston	2,116.19
PR2024117	Employee: Ray; Pay Date: 12/13/2024	Cecil D. Ray	1,581.77
PR2024118	Employee: Rodeski; Pay Date: 12/13/2024	William D. Rodeski	2,231.94
PR2024119	Employee: Stone; Pay Date: 12/13/2024	Gerald R. Stone	35.96
PR2024120	Employee: Beck; Pay Date: 12/27/2024	Amber Beck	2,255.70
PR2024121	Employee: Huston; Pay Date: 12/27/2024	Joseph M. Huston	2,174.88
PR2024122	Employee: Ray; Pay Date: 12/27/2024	Cecil D. Ray	1,581.77
PR2024123	Employee: Rodeski; Pay Date: 12/27/2024	William D. Rodeski	2,237.22
PR2024124	Employee: Stone; Pay Date: 12/27/2024	Gerald R. Stone	202.24
PRS24118	Employee: Rodeski; Pay Date: 12/13/2024	William D. Rodeski	95.87
Report Total			254,093.27

AUTHORIZED REPRESENTATIVE RESOLUTION

RESOLUTION NO: 2025-01

WHEREAS it has been determined there is necessity to seek financial assistance from the State of California for making improvements to the water system;

RESOLVED BY THE Board of Directors of the FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT (the “Entity”), AS FOLLOWS:

The General Manager (the “Authorized Representative”) or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of Water System Improvements (the “Project”)

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity’s responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

Ayes

Nos

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT held on the 15th of January 2025.

Brett Hendrix, Vice President
Fall River Valley Community Services District

Resolution 2025-02

A RESOLUTION BY THE BOARD OF DIRECTORS OF THE
FALL RIVER VALLEY COMMUNITY SERVICES DISTRICT
UPDATE TO THE ON CALL POLICY

WHEREAS, the Fall River Valley Community Services District (FRVCSD) approved and adopted the On Call Policy in September 2018;

WHEREAS, the cost of cell phone service has increased; and

WHEREAS, the cost of traveling to and from the district has increased;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of FRVCSD agree the compensated rate for mobile phone use shall increase from \$35 per month to \$50 per month, as stated in paragraph two of the policy;

NOW THEREFORE BE IT FURTHER RESOLVED that the Board of Directors of FRVCSD agree the compensated rate for weekly on call duties use shall increase from \$200 per week to \$300 per week, as stated in paragraph three of the policy;

I HEREBY CERTIFY the foregoing resolution was passed, approved and adopted by the Board of Directors of the Fall River Valley Community Services District at the regular board meeting held on the 15th day of January 2025 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Board Vice President, Brett Hendrix

Attest: _____
Board Secretary & General Manager, Cecil, D. Ray

STANDBY AND EMERGENCY CALL POLICY

1. On Call. Certain employees, designated as “Standby Employees,” will be required to be “on call” on a regular, rotating basis. Trading of assigned standby shifts may only occur with prior written approval of the Operations Supervisor or General Manager a minimum of one week in advance, except in the case of injury, illness or a death in the immediate family. Standby Employees shall be on on-call status for a one week shift, starting at end of the regular working day on Monday and ending at the beginning of the regular working day the following Monday. Under that schedule, the Standby Employee will work his or her regular shift on Monday through Friday, and be on call during non-working hours, as provided in this Policy, after his or her regular shift and on the weekend and any holiday. While on call, the Standby Employee shall be ready and available to respond within one hour to calls for his or her service and shall refrain from activities that may impair the performance of his or her assigned duties upon receipt of a call, including, but not limited to, the consumption of alcoholic beverages. Referring to FRVCSD Policy # 2010.5.1, the General Manager will develop the on-call schedule and assign on-call duty as equitably as possible among qualified employees.

2. Contact via Mobile Phone; Use of District Vehicle. Each employee agrees to use his or her personal cell phone to conduct District business. This will include the installation of applications on his or her personal cell phone in order to monitor system equipment and receive alarms. Employees will be compensated for this use at the rate of \$35.00 per month. Failure to respond to any call for standby on-call services shall be cause for disciplinary action and/or dismissal from employment, in the District’s discretion. The Standby Employee is required to report to the District office and respond to any call-out in a District vehicle. The District vehicle shall not be used for personal uses unless authorized by the Superintendent or General Manager. Unauthorized personal use of the District vehicle shall result in disciplinary action.

3. Compensation.

(i) Once an employee is qualified to perform standby duties, the employee shall receive a \$200 per week stipend for each week on which the employee is “on call,” which is in addition to that employee’s otherwise regular pay. For any call out that occurs while a Standby Employee is on-call, other than during his or her regularly scheduled work shift, the Standby Employee shall be paid at a rate of one and one-half (1.5) times the Standby Employee’s standard hourly rate of pay, for the greater of: (a) the actual time spent providing services in response to the call-out, or (b) two (2) hours; provided that if the actual time spent providing those on-call services exceeds four (4) hours, then the rate of pay in excess of those four (4) additional hours shall be at two (2) times the Standby Employee’s standard hourly rate of pay. The Standby Employee shall record in writing all of such actual time spent providing those on-call services and shall provide that written documentation to the District on the next regular business day.

(ii) As compensation for the Standby Employee checking the District’s equipment on Saturdays, Sundays, or holidays, the Standby Employee, for each on call week, shall be paid at one and one-half (1.5) times the Standby Employee’s standard hourly rate of pay, for the greater of: (i) the actual time spent providing those services, or (ii) two (2) hours. The Standby

Employee shall record in writing all of such actual time spent providing those on-call services and shall provide that written documentation to the District on the next regular business day.

4. Standby Duties. Standby Employees are responsible for checking District equipment once per day on weekends and holidays to ensure that all District facilities are functioning properly. Standby Employees may be required to make minor repairs, perform certain minor services, read meters and check equipment when necessity requires. However, at no time is a Standby Employee permitted to work in the street, perform excavation or operate heavy equipment without the assistance of another employee. The Standby Employee shall consult with the Superintendent or General Manager to determine whether additional assistance is necessary in responding to and resolving any situation for which the Standby Employee is called.

5. Major Repairs. In the event of an emergency or major repair, including a large main break, earthquake, major electrical failure or where outside contractor assistance is needed, the Standby Employee shall promptly call the Superintendent or, if the Superintendent is not available, the General Manager to determine how to proceed. If it is determined that repairs cannot be held over until the next regular work day, the Standby Employee shall summon such additional help as directed by the Superintendent or General Manager, or as he or she deems necessary when both the Superintendent and General Manager are not available.

6. Emergency Availability. In addition to those times when an employee is the designated Standby Employee, all employees shall also be available 24 hours per day for emergency call-outs, including, but not limited to, water main breaks, fire hydrant knockoffs and responding to other emergencies or natural disasters; the only exception being when the Superintendent has been notified of and approved in advance of an employee's non-availability. No employee may refuse to respond to an emergency call, unless the employee is not physically capable of safely responding, and an unexcused failure to respond to an emergency call without prior approval may result in disciplinary action, including possible termination of employment.

After receiving notice of the emergency, the Superintendent or General Manager shall determine the appropriate course of action, including the number of employees necessary to adequately respond to the situation. In responding to an emergency call-out, at no time is an employee permitted to work in the street, perform excavation or operate heavy equipment without the assistance of another employee. Employees responding to any such emergency calls shall be paid at their regular work rate, subject to applicable overtime premium and in accordance with applicable law, for all hours worked in responding to any such call. The employee shall record in writing all hours worked in responding to such an emergency and shall provide that written documentation to the District on the next regular business day.