



# Auburn Valley Community Service

## District

P.O. Box 8138 Auburn, California 95604

**Dave Harden - General Manager**

**530-906-1806**

**dharden@ben-en.com**

**District Engineer - Ali Holladay**

**aholladay@ben-en.com**

### **Board of Directors**

**Gerald Sherburne Byron Pipkin Kaylene Hallberg Richard Welker**

## **Minutes**

**BOARD OF DIRECTORS MEETING AND PUBLIC HEARING**

**Tuesday, November 8, 2022**

Meeting Held by Microsoft Teams and at 9965 Spyglass Circle, Auburn, CA 95602

Meeting called to order at 3:00 p.m.

Roll Call: All Directors were present

Established a quorum.

Approval of the November 8, 2022 meeting agenda (4-0)

### **Reports:**

#### **Treasurer's Report - Richard Welker**

October 31, 2022 bank balances are:

Bond Account	\$121,595.60
O&M Account	\$98,981.78
Reserve Account	\$200,008.21

Account Receivables	\$62,418.90
Accounts Payable	\$21,374.46

All CSD bills are paid current.

## **General Manager Report - Dave Harden (GM)**

### **Rate Study**

A kick off meeting with Lechowicz & Tseng Municipal Consultants(L&T) was conducted on October 20, 2022. At the kick off meeting we addressed any additional questions that L&T had, and created a list of questions for the operators. L&T has been provided with all the information they have requested. Prior to the kick off meeting BENIEN created a Capital Improvement Plan that was needed, compiled reports and studies, and created meter reading spreadsheets based on old data in the format requested.

The next step is to set a schedule based on Board Member availability in January to review the Draft Rate Study.

### **In Progress Items**

1. Rate Study Request for Documentation
2. District Code Research (on hold due to emergency responses) - Work Hold
3. Website Update (Compliance, FAQ, user friendly) - Work Hold
4. Ongoing Grant Research (always on the lookout) - Work Hold

### **New Board Member Study Session**

The GM is happy to provide a public study session to bring new board members up to speed on operations and maintenance of the District. The time to be determined once the new board members have had time to settle in.

## **District Engineer Report - Ali Holliday (DM)**

### **Well #3 Refurbishment**

The homeowners reached out to the DE on October 28 asking about the schedule. The homeowners have settled on a pole location. The homeowner has chosen the closer location of the pole which will eliminate the need for engineering through PG&E. However, they are still interested in having a power drop for themselves at the pole. The DE explained that to her knowledge AVCSD cannot submit a request for a new meter/power drop on their behalf, and a second meter may not be allowed by PGE. If the homeowner wished to submit an application, it would be on their own volition. The discussion of reimbursement was a possibility as a trade for access through the backyard, but nothing can be guaranteed as the cost for access has not been set and would likely be less than the cost for a new power drop, panel and associated electrical work. With that being said, as a courtesy the DE sent an email to the PGE Project Officer inquiring about the possibility. Once the power drop issue has been resolved, the

GM will revise the draft Memorandum of Understanding/ Temporary Construction Easement for Board approval along with an estimate cost incurred to the District.

### **Budget**

Task 2 Coordination and Permitting as part of the Well 3 project has reached the budget limit of this task due to multiple requested site visits, coordination with homeowners, coordination with PG&E (there was an optional task for this, but we never received written authorization to bill to this, only verbal). Coordination has been more cumbersome than previously anticipated due to undefined parameters of compensation for access, undocumented agreements, and multiple revisions to the MOU/TCEs.

Next Steps: The Board will provide direction to the DE for limits of compensation to the homeowners for access. Once the limit of compensation has been settled, the MOU/TCE can be executed and the construction can be scheduled for Spring 2023 when the ground dries up.

### **District Engineer To Do List = Work on Hold Until Directed by the Board**

The items listed below are known to be needed but are pending allocation of funds and development of scope. The following will be considered with the development of the Capital Improvement Program:

1. SCADA (supervisory control and data acquisition) System Upgrades
2. Water system capacity and Meet Dailey Demand Study
3. Capital Improvement Plan (Water and Wastewater) - in progress
  - a. Valving, ARVs
  - b. Water meters replaced
4. New Well project (and funding)
5. Lead Service Line Mapping
6. Collect / create as-built files (CAD maps have been drafted)
7. Inflow & Infiltration Study

### **SCADA Improvements - Work on Hold Until Directed by Board**

Due to the state of the drought and the age of the District's existing electrical and SCADA equipment, BENIEN recommends that a SCADA improvement project be prioritized. The existing SCADA is out of date with current industry standards, and replacement parts are no longer being manufactured. With Board approval, BENIEN will reach out to an Electrical Engineer to scope the effort. The previous Technical Director recommended that 49er Water Solutions provide a laptop to BENIEN to access the SCADA information. 49er Water Solutions informed the previous Technical Director that the laptop would not provide much data. BENIEN found that the existing SCADA software does not retain sufficient data, it does not generate historical data for each well or the tank. Only real time flow rates and totalizer numbers.

### **PRV Failure**

The PRV has been fixed, but the homeowner was still having issues with water flow and pressure. 49er went out and adjusted the valve to increase the pressure last week.

## **Well #4 VFD**

At the last board meeting it was decided that the District would move forward with the installation of the VFD. After that decision, the operator notified the President that it was not needed. Prior to ordering the VFD equipment the operator decided to do further testing at the well and determined there was an obstruction in the piping that was reducing the flow. The operator disassembled the manifold (above ground) on October 18th. The check valve had come apart and lodged itself causing a restriction in flow. The check valve was replaced, and broken bits were removed. The operator observed normal flow, and normal current readings. He noted that as the drought continues a VFD may become necessary, but he believes last years issues with Well 4 were due to the vertical placement of the motor and pump in the well bore hole. (Now 100' deeper).

The DE and GM recommend that the District moves forward with installing a VFD and the associated electronics that were specified by the Electrical Engineer to protect the investment at Well 4. As the operator noted it will be helpful during drought conditions, and with the long lead times, and limited access to the Well it is our recommendation the District does not wait, and delay this project further. At a minimum the District should purchase the equipment to have on hand for when it may be needed.

## **Well #4 Data Loggers**

Voltage data loggers were installed at Well #4 to log the voltage rates from the PG&E transformer. 49er Water Solutions has been downloading the data and plans to share it with BENIEN.

## **Leak on Golf Course**

The GM received a service call about a possible leak in the AVCSD water system near the golf course off Fairview Court from a resident. The GM made a series of calls to track down a responsible party at the golf course to determine if they had irrigation water nearby. In the meantime, the homeowner was able to find an irrigation valve nearby to turn off the leak. The GM responded and the situation resolved itself. Board members and operators were contacted as resident was fearful of flooding similar to other recent events due to irrigation water leaks/breaks.

## **Funding / Billing**

### **A. Grants/ Funding Opportunities**

1. Possible funding through EPA for Lead Service Lines – has not yet been released
2. Meter Replacement Grants (50% Match) – Deadline ended, prepare project for next funding cycle. BENIEN has an ongoing log of metes that are known to have issues.
3. Small Community Drought Relief: Phase 9 funding is released on November 16. AVCSD's grant is 20th in line for Phase 9. The new phase will be prioritizing emergency

## **Communications with Auburn Sierra Golf Club**

### **A. State Water Quality Ownership Form**

1. Andrew Duong has been contacted to provide information needed to complete the form. No response has been received. The previous President of the Board also reached out to Andrew Duong and did not receive a response.

2. The GM/DE were contacted by a realtor in the area asking questions about water service and metering in Auburn Valley. He stated that he spoke with Mr. Duong who had questions about the metering and concerns that he was paying for other resident's water. The DE responded stating that all water in the AVCSD system is metered, and there is no connection between the AVCSD Water system and the NID system. If he believes he is paying for other homeowners NID water he would need to contact NID.

### **President's Report**

Discussion was held regarding billing from BenIEn. The Board agreed to pay the full amount due to BenIEn (approximately \$14,000) rather than being limited to \$3,500 per month maximum bill. Going forward, AVCSD will pay each month in full. To have a better picture of expenditures, the Board requested that time cards be submitted from BENIEN and Diane Peterson with clarification of the duties performed.

**Vice President Report** - not applicable

**Technical Director Report** - not applicable

### **Collections/Enforcement - Gerald Sherburne / Diane Peterson**

One late fee forgiveness request was approved (4-0). Residents are reminded that the \$25.00 late fee forgiveness is approved once per homeowner.

One 30 day notice has not been paid.

### **Consent Item**

The minutes were approved for the meeting held on September 27, 2022 (4-0)

### **Old Business**

#### **Laptop**

Due to the SCADA report not being necessary to BENIEN, the DM will return the district owned laptop.

### **Emergency Declaration**

Discussion was held regarding keeping Resolution 2022-04 (Emergency Declaration) in place. Further research needs to be done before a decision can be made to continue with the Declaration..

### **New Business**

#### **New Board Member**

The new AVCSD Board member, Phil Montoya, will be sworn in at the conclusion of the meeting.

#### **All Inclusive Contract**

After discussion, the AVCSD Board approved the All Conclusive Contract (4-0)

#### **49er Contract**

After discussion, the AVCSD Board approved the 49er contract (4-0)

**Administration**

A motion was made, seconded and approved to continue having virtual and in person meetings until January 31, 2022. (4-0)

**Adjournment** - there being no further business before the board, the meeting was adjourned at 4:02 p.m.

Respectfully Submitted,  
Diane Peterson  
Recording Secretary

Next Meeting: TBA