



Auburn Valley Community Service

District

P.O. Box 8138 Auburn, California 95604

Board of Directors

**Gerald Sherburne Byron Pipkin Kaylene Hallberg
Richard Welker Sukhpal (SP) Mann**

Minutes

BOARD OF DIRECTORS MEETING AND PUBLIC HEARING

Tuesday, September 26, 2023

Meeting Held by Zoom and at 9855 Spyglass Circle, Auburn, CA 95602

Meeting called to order at 1:00 p.m.

Roll Call: 3 Directors were present / One Director Remote

Gerald Sherburne was absent

Established a quorum

Approval of the September 26, 2023 meeting agenda (4-0)

Reports:

Treasurer's Report - Richard Welker

August 31, 2023 bank balances are:

#1120 - US Bank - Operations Acct. \$ 37,268

#1130 - US Bank - Bond Servicing Acct. \$ 209,684

#1150 - US Bank - Money Market - Reserve Acct. \$ 200,176

Total: \$ 447,128

Receivables

Accounts Receivable \$ 33,277

Liabilities

Current Accounts Payable \$ 10,817

This is a basic outline of current assets and liabilities.

CSD payables are current.

All balance accounts held to steady amounts.

President's Report - Byron Pipkin for Gerald Sherburne

The District is requesting proposals to operate the domestic water system and wastewater treatment plant along with related distribution infrastructure for 2024. The proposal notice will be placed in the Auburn Journal starting October 14, 2023 for 6 days.

The District is looking for a part time General Manager.

Vice President Report - Byron Pipkin (no report)

Technical Director Report - SP Mann (no report)

Collections/Enforcement - Byron Pipkin for Gerald Sherburne

A late fee forgiveness was approved for a new homeowner. (4-0)
Discussion was held regarding a request for a second late fee forgiveness. Due to the fact the last request by the homeowner was several years ago and the homeowner stated the statement was sent to the wrong address along with other AVCSD mailings the board approved the request. (4-0)

Consent Item

The August 29, 2023 minutes were approved (4-0)
The August 29, 2023 Public Hearing minutes were approved (4-0)

Old Business

Well #3 - Byron Pipkin

Moving the PG&E lines from the old pole to new pole will take place on Oct. 4 -- that is a hard date set by PG&E. The transition should take about 4 hours and only 1 house will be affected. The well work is expected to start mid October.

PVC Fencing - SP Mann

Discussion was held regarding the placement and the type of fencing to install around the water line and the irrigation system located at the corner of Auburn Valley Road and Viewridge Drive. SP will follow up with estimates of different types of fencing suggested - PVC fencing, boulders, treated posts with cables.

Expenditures

A motion was made to authorize the AVCSD President or Vice President to make expenditures up to a \$1,000. per incident for miscellaneous expenses. The motion was seconded and approved. (3-0 / 2 absentees)

New Business

AVCSD Meetings - Date and Time

A suggestion was made to change the monthly AVCSD meetings to a different time due to the current Board of Directors availability. A proposal was made to change the meetings to Wednesdays evenings with a start time of 6:00 p.m. The proposal was tabled until Jerry Sherburne could be consulted as he was absent from this meeting.

Resolution 2023-2 - Overdue Bills Process

Byron presented the Resolution and further explained Attachment A (attached). The full resolution will be posted on the AVCSD website.

Byron made the motion to approve Resolution 2023-02 as edited on September 26, 2023 and to rescind any prior bill collection process approved by previous AVCSD Board of Directors. Resolution 2023-02 will be the only bill collection process done by the AVCSD Board of Directors. The motion was second and approved. (3-0 / 2 absentees)

Adjournment - there being no further business before the board, the meeting was adjourned at 1:45 p.m.

Respectfully Submitted,
Diane Peterson
Recording Secretary

Next Meeting:
October 24, 2023
1:00 p.m.

ATTACHMENT A

The following table lists some of the steps in the overdue bill collection and service termination process (other steps include any lawful remedy as stated above in this resolution):

Billing Date	10% Late Fee Owed for Payment Received After This Date	30 Day Notice of Overdue Bill and to Discontinue Service	10 Day Notice to Discontinue Service	Service Discontinued
Jan. 1	Feb. 15	March 1	March 20	April 1
April 1	May 15	June 1	June 20	July 1
July 1	Aug. 15	Sept. 1	Sept. 20	October 1
Oct. 1	Nov. 15	Dec. 1	Dec. 20	January 1

AVCSD charges the following additional fees in addition to the above fees/charges:

\$25.00	Returned Checks
\$25.00	Each Bill/Notice After Original Billing
\$50.00	Filing a Lien
\$50.00	Lien Redemption (removal from County Records) + any fees paid to County by AVCSD
\$125.00	Terminating Water Service (shut off)
\$125.00	Reconnecting Water Service

Note: AVCSD will forgive one time the 10% late fee owed if requested by the owner; this does not include any other fees that may be owed (e.g. overdue bill notice, etc.)