



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

Jim Leidigh - President John Imrie - Vice President

Dale Kuehne - Treasurer Gerald Sherburne - Collections Bob Mantz - Technical

Minutes

BOARD OF DIRECTORS MEETING AND PUBLIC HEARING

Tuesday, May 24, 2022

Meeting Held by Webex and at 9845 Spyglass Circle

Meeting called to order at 3:02 p.m.

Roll Call: Dale Kuehne was absent

Established a quorum.

Approval of the May 24, 2022 meeting agenda (4-0 / 1 absentee))

Reports:

Treasurer's Report - Dale Kuehne

April 30, 2022 bank balances are:

MMA (Restricted for Bonds)	\$180,291
O&M Account	\$221,801
Reserve Account	\$200,003

Receivables as of April 30, 2022 are \$58,136 for the community with a breakdown of \$58,094 for the O&M account and \$42 for the bond account.

All CSD bills are paid current.

General Manager Report - Dave Harden (GM)

On Boarding

AVCSD and BEN I EN continue to work together to continue the transition of duties.

Reserve Study

The DE/GM participated in a meeting with Browning to discuss the GM, DE and District comments. Browning delivered the updated draft on May 23, 2022.

The GM/DE will review the study.

In Progress Items

1. Rate Study Request for Proposal (Posted)
2. Annual Budget (Second Review)
3. District Code Research
4. Website Compliance
5. Ongoing Grant Research

District Engineer Report - Ali Holliday (DM)

Well #3 Refurbishment

At the April board meeting, Bennett provided a task order and fee for the well #3 refurbishment project. Discussion was held regarding the task order and cost. Bennett was asked to sharpen their pencil at the meeting as the board is eager to move forward with the project.

Regardless of the task order, Bennett has continued to work on the well #3 project, and met with the homeowner, Nash, last month. Bennett proposed separating the pole and well into two projects. It did not seem like that was the Nash's first choice, as the trade off for disturbing their property is to relocate the pole in the Nash's yard. The meeting was inconclusive on what the next steps should be. The outstanding item that remains is whether the Nash's want a power drop off of the new pole, or not. This changes the scope of the pole project, from a relocation of a private pole to PG&E installing a public or dual owned private pole.

In the meantime, Bennett has reached out to PG&E to determine the next steps for both options. The Board will need to decide the route that they would like to take so that Bennett can assist the Board in the best manner possible.

Lift Station Failure Analysis

A site visit has been conducted and the report is being drafted. The GM is awaiting costs from the operators to submit the request for reimbursement from PG&E.

District Engineer To Do List

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)
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

Sanitary Sewer Overflow

It is recommended that the District consider a maintenance plan, with CCTV and rodding to prevent this from happening in the future. In addition, the GM is drafting a letter to the community, to remind homeowners about the FOG (fats, oils, and grease) ordinance.

Well #2 Fence

Some homeowners within the Auburn Valley Community have expressed their dislike of the existing fencing surrounding well #2 and the accompanying mechanical and electrical equipment. Well #2 is located on common property of the Auburn Valley Property Owners Association (AVPOA), of which AVCSD has a “blanket easement upon” for utilities. The fencing around well #2 creates a barrier for humans, animals, vandalism and terror attacks on the well head, propane tank, propane generator, PG&E power transfer switch and 240 Voltage three-phase electrical panel.

Claims have been made that the well equipment is low voltage, therefore the fence is not needed to protect humans from the electrical and mechanical equipment. Other claims have been made regarding the aesthetics of a chain link fence blocking a pond which is highly visible by homeowners and visitors alike due to its proximity to a road.

The AVCSD Board of Directors and the AVCSD General Manager/District Engineers do not agree with the homeowner’s assertion of code compliance regarding voltage/current risks of electrocution, gas poisoning and gas explosion. Therefore, the AVCSD Board of Directors and the AVCSD General Manager/District Engineers will not remove the existing fence and the AVCSD considers the issue of the fence to be closed. At this time the CSD is not planning to pursue any action at the expense of the CSD rate payers.

811 (Call before you dig phone number)

The District has noticed construction of fiber and communication lines within the development and were not contacted to mark their utilities within the road. This prompted the District to research why they were not contacted. It was determined that the District is not a member of 811. The GM/DE recommends that the Board allows

Bennett to sign AVCS D up for 811 to protect their infrastructure from future construction projects.

A motion was made, seconded and approved to become a member of USA North 811 at a cost of approximately \$300.00 per year. (4-0 / 1 absentee)

Meeting Date and Time

The Board has sent out surveys to the homeowners within the District in past years and has not and will not be able to find a time that works for everyone within the community. Since moving the date and time of the meeting, the District has seen an increase in public attendance and at this time is not taking further action to move the meetings unless a consensus is made by the Board Members. As stated at the last meeting, the Board will do its best to record virtual meetings and post it along with the minutes to the CSD website.

Escape Broadband

Escape Broadband and Charlie Burr (49er Water Services) are working to install a fiber optic connection to the pump house, and provide Escape with access to the backup generator. This will allow AVCS D to have a more secure internet connection at the pump house, and provide internet service to the pump house and residents during power outages. Additional transformers may be needed.

Water Conservation Efforts

1. The DE/GM has requested that homeowners begin irrigating on a reduced schedule. At this time the water system operators are providing usage data to the GM/DE who will continue to monitor water usage and adjust irrigation schedules as needed. Homeowners seem to be adjusting to the new irrigation schedule.
2. Some District Board members have begun trials with flow meters for their homes to gain a better understanding of the water use, and for future implementation.
3. The Board is considering obtaining estimates for replacing the top 10 water users water meters with meters that are current with industry standards.

Water and Sewer Rate Study

A pre-proposal meeting was held on May 23rd at 1 PM via Teams. Three consultants attended, who appear interested in proposing. During the meeting it was discussed that the Rate Study will likely require an extended schedule, and the new rates would not be imposed until January 2023.

Billing - 30 Day Notice to Terminate Service Letters

1. Ali Holladay, Dale, Jerry and Cheri Kirby met to discuss the late billing process that Bennett will now be handling. Items discussed during the meeting were related to the application of 10% late fees, changing "late" to postmarked later than 30 days instead of received after 45 days and removing the one time late forgiveness policy. The group decided to do an internal trial run to see how the process would work, as it will require

more coordination of the members who pick up mail and drop off checks to WW&T. This process will be on trial for the next billing cycle, after the next billing cycle the Board will decide whether to make the switch or not.

2. Removing the one time late forgiveness: Jerry expressed his desire to remove it as it is hard to track. Bennett does not mind keeping a running list, but will leave that up to the Board Members.

3. There is one homeowner who has not paid from the first quarter. The Board will start the process of following the service termination procedures to turn off the homeowners water.

Communications with Auburn Sierra Golf Club

State Water Quality Ownership Form

Andrew Duong (owner) has been contacted to provide information needed to complete the RWQCB (Regional Water Quality Control Board) document. A response has not been received. Bennett will move forward with sending a certified letter to Mr. Duong requesting the information needed.

Tree Blocking Well #4 Access

A tree on the golf course property fell during a recent storm and is blocking access to well 4. Several attempts have been made to reach the owners via phone, email and USPS mail requesting that the tree be moved off the easement that provides access by April 12, 2022. The District Engineer has contacted multiple tree service companies in the area. Only one was able to provide a quote, Evan Foss Enterprises.

President's Report - Jim Leidigh

Elections

There will be two (2) vacancies on the AVCSD Board this year. Jim Leidigh and John Imrie terms end in December. Homeowners are encouraged to file paper work for a Board position with the Place County Elections Office. The filing time period for candidates is mid July to mid August.

Contract

A contract for recording secretary, Diane Peterson, needs to be written.

PG&E

The seven accounts with PG&E have been consolidated to two accounts. PG&E has the wastewater treatment plant meter named as belonging to the golf course and this needs to be corrected with PG&E. An online PG&E account has also been established. The different PG&E rate plans are posted online and this will be helpful in studying the different rate plans and see which is the best plan for the district.

Vice President Report - John Imre

A reminder to homeowners: AVCSD Board members do **NOT** accept payments. Checks need to be made payable to AVCSD and mailed to P.O. Box 8138, Auburn, CA 95604.

Discussion was held regarding offering bill pay online with credit cards. The DE offered to research different options for online payments .

Technical Director Report - Bob Mantz

Discussion was held regarding the refurbishment, cost, amount of water the well will produce (30 gallons a minute), money all ready invested in the refurbishment, and urgency of getting well #3 up and running.

A motion was made, seconded, and approved the expenditure of funds from the reserve account and accept Bennett Engineering Services Task Order No. 02 - Well #3 RehabilitationProject. (4-0 / 1 absentee). (Page one attached / complete document can be found on the website)

Some of the older water meters in the community are going to be replaced with Smart Meters. Smart water metering systems help decrease non-revenue water by capturing and sharing water consumption data more frequently, monitoring rate of flow, identifying reverse flows and sending alerts at the first sign of a problem.

Delinquencies/Volunteer Committee - Gerald Sherburne (See DM's report)

Consent Item

The April 26, 2022, AVCSD Board of Directors meeting minutes were approved as amended.

Old Business

Annual Budget Review

The GM continues to work on the Annual Fiscal Budget for 2022/23. The budget will be presented at the June AVCSD meeting for approval.

AVCSD Water/Sewer Code

AVCSD board members continue to work on the AVCSD code handbook. The code handbook will be a single, unified document which contains all ordinances, resolutions, policies, procedures, rate schedules, billing and collection policies, etc.

New Business

Tree Removal: A motion was made, seconded and approved to have Evan Foss Enterprises remove the tree at well #4 not to exceed a cost of \$2,500. (4-0 / 1 absentee)

Administration - Diane Peterson

Two escrows closed on Viewridge Drive. A house on Upper Valley Road is in escrow. Salinity agreements, water conservation document, and water shut off policy were sent to the new homeowners.

Adjournment - there being no further business before the board, the meeting was adjourned at 4:34 p.m.

**Respectfully Submitted,
Diane Peterson
Recording Secretary**

Next Meeting: June 28, 2022 at 3:00 p.m.



Auburn Valley Community Service

District

P.O. Box 8138 Auburn, California 95604

Date: April 22, 2022

Task Order No. 02

Bennett Engineering Services Inc
1082 Sunrise Ave, Ste 100
Roseville, CA 95661

This Task Order authorizes Bennett Engineering Services Inc (BEN|EN) to provide the professional services described below. Services are to be performed in accordance with the Agreement dated December 13, 2021, Auburn Valley Community Service District and Bennett Engineering Services, as amended.

Project Name: Well #3 Rehabilitation Project

Budget: Task Order #2 budget is not to exceed \$32,414 or \$47,074 if all optional tasks are included, without prior District authorization as provided in exhibit B. The optional task may be authorized a future time with written approval. To be invoiced on time and materials at Professional Standard Rates per Agreement for Fiscal Year 2021/2022.

Scope of Work: BEN|EN will provide Project Management, Coordination and Permitting, Construction Documents, Bid and Construction Support, and Construction Management Services as described in Exhibit A. Additional professional services not outlined in the Task Order No. 2 scope of services will require additional task orders to be assigned and approved by the District Board.

Auburn Valley Community Services District

Approved: *James Leidigh*
James Leidigh | Jun 21, 2022 | 14:09 PDT
Jim Leidigh, President

Date: Jun 21, 2022

Bennett Engineering Services Inc

Approved: *Leo Rubio*
Leo Rubio, President

Date: 05/25/2022