



Auburn Valley Community Service

District

P.O. Box 8138 Auburn, California 95604

Dave Harden - General Manager

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District Engineer - Ali Holladay

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Board of Directors

Gerald Sherburne Byron Pipkin Kaylene Hallberg

Richard Welker Sukhpal (SP) Mann

Minutes

BOARD OF DIRECTORS MEETING AND PUBLIC HEARING

Tuesday, March 28, 2023

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

Meeting called to order at 1:02 p.m.

Roll Call: Director Kaylene Hallberg was absent

Established a quorum.

Public Comments: (none)

Approval of the March 28, 2023 meeting agenda (4-0 / 1 absentee))

Reports:

Treasurer's Report - Richard Welker

February 28, 2023 bank balances are:

#1120 - US Bank - Operations Acct.	\$ 60,293.55
#1130 - US Bank - Bond Servicing Acct.	\$ 178,888.49
#1150 - US Bank - Money Market - Reserve Acct.	\$ 200,043.83
Total:	\$ 439,225.87
Receivables	
Accounts Receivable	\$ 19,400.88
Liabilities	
Current Accounts Payable	\$ 7,173.00

This is a basic outline of current assets and liabilities.

CSD payables are current.

All balance accounts held to steady amounts. The bi-annual bond interest payment is due April 1st.

A motion was made, seconded and passed to approve the Fiscal Year Audit ending June 2022. (4-0 / 1 absentee)

Rich is working with a representative at US Bank regarding the Continuing Disclosure Certificate and establishing a line of credit to use for emergencies in the district.

Discussion was held regarding raising the Operation and Maintenance rates to help establish funds for emergencies. SP explained that the Capital Improvement Plan (CIP) will be addressing raising rates and having bonds for a reserve account for the district emergencies.

General Manager Report - Dave Harden (GM)

New USA System

Since the last meeting, USA (Underground Service Alert) rolled out a new system for tracking request tickets. The GM has set up an account for AVCSO with the station code ABVCSO. There is a new Damage Prevention Portal (DPP). Jerry will be the contact person.

District Manager Report - Ali Holliday (DM)

District Engineer To Do List – Work Hold Until Directed otherwise by the Board
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 MDD Study

3. Capital Improvement Plan (Water and Wastewater) – In progress
 - a. Valving, meter replacements, ARVs
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

Water Conservation Efforts/Wastewater Treatment Plant Updates

A. Water Usage

None to report at this time.

B. NEW State Requirement for Drought Planning Elements – Operators have been notified and will be reporting.

C. NEW State Requirement for Drought and Conservation Reporting - Operators have been notified and will be reporting.

D. Sanitary Sewer Management Plan – Operator is working on new update due June 2023

Well #4 VFD

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.

After discussion regarding why a VFD is needed and the urgency of installing a VFD, the district board will add the item to the Capital Improvement Plan and possibly add a VFD to the 2023-2024 budget.

Communications with Auburn Valley Sierra Golf Club

There still has not been any communication from Andrew Doung (owner) regarding the State Water Quality Ownership Form.

President's Report (no report)

Vice President Report - Byron Pipkin

The district has three insurance policies: Director and Officer Liability, General Liability, and Excessive Liability. The name of the issuer on all three policies has been changed to AVCSD instead of AVPOA. Byron is also pursuing another insurance company for better rates and property insurance.

Technical Director Report - SP Mann (no report)

Collections/Enforcement - Gerald Sherburne

Seven 30-day notices were mailed March 13, 2023 and were due to be paid by April 12th.

Consent Item

The January 31, 2023 and February 28, 2023 minutes were approved (4-0 / 1 absentee)

Old Business

CIP Task Force Update - SP Mann

SP and Mike Krug are in the process of finalizing the recommendations sent to them from the district board members and the AVCSD operators (Thank You!)

A spreadsheet will be sent to the board members with the recommendations within the next week or so.

SP and Mike Krug are meeting with the District Engineer with NID to research the possibilities of bringing water to Auburn Valley.

Rate Study.

Rich Welker spoke with Lechowicz & Tseng Municipal Consultants (L&T) regarding the Rate Study. L&T is waiting for the numbers before the study can be done. L&T did recommend establishing a line of credit for emergencies.

Budget (BENIEN)

BENIEN emailed to the district board members Task Order #4 - Draft for Scope of Services and a Fee Estimate for services for the remaining 2022/2023 Fiscal Year Budget. The additional funds needed (not a fixed amount) is \$13,184.00. The motion was made to approve Task Order #4 amendment to expand the budget for BENIEN to the end of the fiscal year (June 2023) not to exceed \$13,184.00. The motion was approved, seconded, and passed. (4-0 / 1 absentee)

Well #3

Byron discussed the importance of moving forward to rehabilitate Well 3, which would include the removal and replacement of the pole to the selected location outside the fence and complete the rehabilitation of Well 3. The funds would come from the reserve account. The goal is to get the well up and running by this summer (2023)

The following motion was made, seconded, and approved 4-0 / 1 absentee: The CSD Board authorizes up to \$80,000 for the repairs and rehabilitation to well #3; the board authorizes Byron Pipkin and Jerry Sherburne to negotiate with the property owners to accomplish the repairs.

New Business (none)

Administration

Emergency Declaration

The Board voted (4-0 / 1 absentee) to dissolve Resolution 2022-04 (Emergency Declaration).

Adjournment - there being no further business before the board, the meeting was adjourned at 1:53 p.m. to a Closed Session.

Closed Session

The CSD Board discussed a personnel issue and took action to resolve it.

Respectfully Submitted,
Diane Peterson
Recording Secretary

Next Meeting:

April 25, 2023 @ 1:00 p.m.