



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, August 9, 2022

Meeting Held by Microsoft Teams and at 9845 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 August 9, 2022 meeting agenda (5-0)

Reports:

Treasurer's Report - Dale Kuehne

July 31, 2022 bank balances are:

Bond Account	\$228,128
O&M Account	\$141,541
Reserve Account	\$200,006

Receivables as of July 31, 2022 are \$53,798 for the community with a breakdown of \$52,760 for the O&M account, \$42 for the bond account and \$996 for the Spyglass Bond. The larger receivables balance is normal as the bills that were mailed on July 1, 2022, are not due until August 15, 2022. Get those checks in the mail. Last quarter 17 payments were late. We hate to have to add penalties to your accounts.

The Operations and Maintenance account dropped by \$88,786 from the balance in May 31, 2022 financial statement. This is a result of repairs to well 4. We will be discussing if funds should be transferred from the reserve account to the O&M account. Currently, the funds in the O&M account are sufficient for regular operations.

All CSD bills are paid current.

General Manager Report - Dave Harden (GM)

Reserve Study

The DE/GM received the final draft of the Reserve Study with Browning on June 27, 2022. The Reserve Study will be given to the selected consultant for the Rate Study.

In Progress Items

1. Rate Study Request for Proposal (Selection of Consultant)
2. District Code Research (on hold due to emergency responses)
3. Website Compliance - website meets Section 508 and WCAG 2.1 AA guidelines
4. Ongoing Grant Research (always on the lookout)

Task Order 01 GM/DE Fiscal Year 22/23 Budget Renewal

1. The annual budget of \$37,000 (\$5,000 for Emergency Services) automatic renews on July 1 of each year. (See attached task order for reference). monthly billing is set not to exceed \$3,500 per month for the GM/DE Tasks.
2. All other task orders are billed separately: Task Order 2 (Well #3 Repair), Task Order 3 (Well #4 VFD - pending)

District Engineer Report - Ali Holliday (DM)

Well #3 Refurbishment

BENIEN has submitted a project application to PG&E for the relocation of the privately owned power pole and electrical panel replacement. BENIEN will coordinate with PG&E for a site visit to decide on a location for the new pole placement. The project will not be done in two stages as previously planned to limit the amount of access and damage to the homeowners property. Once the pole location has been decided, the District will execute a memorandum of understanding with the homeowners for a temporary construction easement and construction access.

Lift Station Failure Analysis

A request for reimbursement has been completed via PG&E's online submission forum on 8/2/2022. BENIEN has received confirmation from a PG&E employee that they will do their best to review the request within 30 days.

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
 - a. District Owned Laptop with SCADA login (no action)
2. Water system capacity and Meet Dailey Demand Study
3. Capital Improvement Plan - Water and Wastewater
(needs to be completed for rate study plan)
 - a. Valving, ARVs
 - b. Water meters replaced - A leak specialist tested several water meters and will send a report regarding meters that need to be 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
8. Generator Logs and Maintenance (Air quality control)

Well #4 Update

The District has parts on order for the spare pump, but there is no delivery estimate. The operators will continue to monitor the wells performance and report to the District Engineer. As part of this emergency effort, blackberry bushes, weeds and trees were cleared around a PG&E transformer on the golf course (AVCSD Easement).

In an effort to determine the root cause of the failures BENIEN attempted to have voltage data loggers installed on the PG&E transformer by PG&E. PG&E came out for a site visit and determined that their transformers were operating within their specifications. PG&E specifications are to be within 20% +/- of the voltage. Pumps typically have a smaller window and can only handle voltage changes of 5% +/- . It is recommended that the District allow 49er Water to purchase two voltage loggers for Well 4 & 8. If that logger shows that PG&E is deviating from specifications BENIEN will escalate the issue with PG&E.

A motion was made and approved (5-0) to purchase two (2) voltage loggers at a cost of \$900.00 each.

SCADA Improvements

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 Board approved BENIEN to reach out to Calton Engineering to prepare a blueprint to improve the SCADA system and a cost estimate.

Water Conservation Efforts

1. Homeowners have been requested to continue to conserve water as additional repairs are made on Well 4 (VFD, voltage loggers etc). It appears that many homeowners are obliging with the irrigation schedule, but may be watering longer on those days, thus not conserving additional water.
2. The District will continue to monitor water usage within the community and adjust irrigation schedules as needed.

Funding / Billing

A. Grants/ Funding Opportunities

1. Possible funding through EPA for Lead Service Lines – has not yet been released
2. Placer County Emergency Services was contacted for potential funding related to Well 4
3. Meter Replacement Grants (50% match) - Will prepare project for next funding cycle as the current funding cycle has closed.

B. 30 Day Notice to Terminate Service Letters

1. Postmarked by 30 days or received on the 45th day: 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 Cheri. 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. Look into payment via an online portal similar to POA. BENIEN will reach out to the company that processes the POA payments to see if that is an option.

Communications with Auburn Sierra Golf Club

Andrew Duong has been contacted to provide information needed to complete the form. No response has been received. Jim has also reached out to Andrew Duong and we have not received a response.

President's Report - Jim Leidigh

Candidate Filing

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 Placer County Elections Office. The filing time period for candidates is mid July to August 12, 2022. As of today, no-one has filed the necessary paperwork.

Placer County Tax Collector

A communication was received from Placer County Tax Collector regarding properties that will be put up for auction due to lack of payment. There were no properties in Auburn Valley that were listed.

Vice President Report - John Imre (no report)

Technical Director Report - Bob Mantz (no report)

Delinquencies/Volunteer Committee - Gerald Sherburne (no report)

Consent Item

The minutes were approved for the meeting held on June 28, 2022

Old Business

Payment System Committee Volunteers - there were no volunteers.

Turf Replacement Program

Having a turf replacement program would be expensive but the benefit would be less water being used for irrigation. The program is still under consideration. A survey will be sent to the homeowners regarding their interest in the program.

New Business

Water and Sewer Rate Study Consultant Selection (see attachment)

Cost and Funding:

The fee estimate provided with the proposal is \$11,720, and it is recommended the approved budget amount include a \$2,500 contingency, to be approved by the board president if needed for additional outreach services. Funds for the rate study were allocated (\$20,000) to the Water Rate Study and Wastewater Rate Study from the 22/23 Fiscal year budget.

A motion was made, seconded and approved to execute a contract in the amount of \$11,720 with Leochowicz and Tseng Municipal Consultants to perform the Water and Sewer Rate Study. (5-0)

Bennett Task Order 3-0

Click on link to view the Task Order:

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:41ecef57-68b2-3c75-a015-26c4b74e20b6>

Discussion was held regarding the need and the expense. A motion was made, seconded and approved for Bennett Engineering Service, Inc. to provide the services described in the task order 3-0. (4 approved / 1 unapproved - Gerald Sherburne)

Closed Session

Following the adjournment of the open meeting, the AVCSD will move to a closed session pursuant to Government Code Section 54957.6 - to address compensation for one or more District employees and/or contractors. Per the Brown Act, two AVCSD Board representatives were selected (Dale Kuehne and John Imrie) to engage with the contractors if needed.

Adjournment - there being no further business before the board, the meeting was adjourned at 4:25 p.m.

Respectfully Submitted,
Diane Peterson
Recording Secretary

Next Meeting: September 27, 2022 at 3:00 p.m.



Auburn Valley Community Service

District

P.O. Box 8138 Auburn, California 95604

Date: January 14, 2022

Task Order No. 01

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

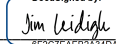
This Task Order authorizes Bennett Engineering Services Inc (BEN|EN) to provide the professional services described below. Services are to be performed in accordance with the Agreement dated December 13, 2021, Auburn Valley Community Service District and Bennett Engineering Services, as amended.

Project Name: General Manager and District Engineering Services

Budget: Annual budget not to exceed \$37,000 and not to exceed a month budget of \$3,500 without District authorization. To be invoiced on time and materials at Professional Standard Rates per Agreement for Fiscal Year 2021/2022. The budget for Task Order No. 01 services will be renewed annually on July 1st. (An optional budget of \$5,000 for Emergency services may be authorized by the district under this task order).

Scope of Work: BEN|EN will provide General Manager and District Engineering Services as described in Exhibit A. Additional professional services not outlined in the Task Order No. 1 scope of services will require additional task orders to be assigned and approved by the District Board.

Auburn Valley Community Services District

Approved: 
Jim Leidigh, President

Date: 1/14/2022

Bennett Engineering Services Inc

Approved: 
Leo Rubio, President

Date: 1/14/2022



Agenda Item X

Water and Sewer Rate Study Consultant Selection

Recommendation

Auburn Valley Community Service District (AVCSD or the District) solicited proposals from qualified firms to conduct a rate study for the water and sewer system for the District. The district received two proposals from qualified firms that were reviewed by the selection committee of volunteer board members. Additional review comments from the General Manager of Donner Summit PUD and a previous AVCSD board member were taken into consideration. The two firms were evenly ranked by all reviewers based on the submitted proposal, so the District conducted interviews with each firm. Based on the results of the interviews and information provide with the proposals the selection committee is making the recommendation to contract with Lechowicz and Tseng Municipal Consultants (L&T) for the Rate Study services.

Background

With increasing operations and maintenance cost, the recent droughts, and the California Governor's declaration of a state of emergency due to low water supplies, AVCSD needs to take action to preserve water and prepare for the future cost of providing reliable water and wastewater services.

Despite issuing multiple water conservation requests every year, some customers continue to use much more than others. Currently, AVCSD customers are billed at a flat rate per unit of water used. The District wishes to explore options for a tiered water rate structure, which would encourage water conservation and charge customers who use more water, more money. The water system is under additional strain during drought conditions, increasing the cost to operate and maintain, which is the District's justification for needing the tiered rate schedule.

Both the water and the wastewater system were installed more than 40 years ago and are nearing the end of their useful life. The District is working on a Reserve Study and a Capital Improvement Plan to begin preparing for the repairs that the systems will require. The District attempts to allocate costs and revenue of its budget proportionally between water and sewer. It is anticipated that a rate study will aid the District in determining the appropriate rate increase to fund these needed replacement and improvement projects.

Action

The General Manager recommends that Board authorizes the President (Jim Leidigh) to execute a contract in the amount of \$11,720 with the selected consultant, Lechowicz and Tseng Municipal Consultants (L&T) to perform the Water and Sewer Rate Study.

Cost and Funding