



Auburn Valley Community Service

District

P.O. Box 8138 Auburn, California 95604

Jim Leidigh (530) 269-1668

Gerald Sherburne (530) 269-1938

Dale Kuehne (916) 549-6531

Bob Mantz (530) 269-1802

John Imrie (530) 269-1831

Agenda

BOARD OF DIRECTORS MEETING AND PUBLIC HEARING

Saturday, February 12, 2022

9:00 a.m.

Meeting to be held by Webex

or in person at

9845 Spyglass Circle (masks are required)

- I. Open Meeting**
- II. Roll Call (Action)**
 - A. Establish Quorum (Action)
- III. Public Comments:** Persons may address the Board on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute Time, the Public Comment period will be taken up at the end of the regular session. The Board is not permitted to take any action on items addressed under Public Comment.
- IV. Approve Agenda (Action)**
- V. Reports From Directors and General Manager**
 - A. Treasurer's Report - Dale Kuehne
 - B. President's Report - Jim Leidigh
 - C. Vice President Report - John Imrie
 - D. Technical Director Report - Bob Mantz
 - E. Collections / Enforcement Director Report - Gerald Sherburne
 - F. Activities Report (attached) - General Manager/District Engineer
- VI. Consent Items Calendar** (Action)**
 - F. Approval of Minutes - December 11, 2021 and January 28, 2022
- VII. Old Business**
- VIII. New Business**
 - Resolution NO. 2022-02 - AVCS D Board Meetings (see attached)
- IX. Administration (Consideration & Possible Action)**
- X. CLOSED SESSION: (as required)**

- A. **Closed session pursuant to Government Code Section 54956.8:**
- B. **Closed sessions pursuant to Government Code Section 54956.9(a)** - to confer with Legal Counsel regarding the following item of litigation:
- C. **Closed session pursuant to Government Code Section 54956.9(d)(4)**, to consider imitating litigation against:
- D. **Closed session pursuant to Government Code Section 54956.9(d)(2)** - to address the threat of litigation

XI. Adjournment

Correspondence:

Next Board Meeting:

March 22, 2022

3:00 p.m.

** Consent Items Calendar - Consent items are expected to be routine and non-controversial. They will be acted upon by the Board, at one time, without discussion. Any Board member, advisor, staff, or interested person may request that an item be removed from the Consent Items Calendar for discussion.

NOTE: In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modifications or accommodations to participate in this meeting, please contact Diane Peterson at 916-765-0023 or dianecrew@mac.com. Requests should be made at least one full business day before the start of the meeting in order to facilitate appropriate accommodations.

<https://auburnvalleycsd.specialdistrict.org>

RESOLUTION No. 2022-02

RESOLUTION OF THE AUBURN VALLEY COMMUNITY SERVICE DISTRICT TO CHANGE THE DATE AND TIME OF DISTRICT BOARD MEETINGS

Whereas, this Board of Directors resolves that the District BOARD MEETINGS will be held on the fourth Tuesday of every month from 3:00 -5:00 PM.

Whereas, this resolution and the subject matter thereof was considered at a duly noticed and open public meeting at which oral or written presentations could be made.

NOW THEREFORE BE IT RESOLVED that the Auburn Valley Community Services District Board of Directors hereby approves the resolution to schedule District BAORD MEETINGS on the fourth Tuesday of every month from 3:00 PM to 5:00 PM.

PASSED and ADOPTED this ____ day of February ____ 2022.

GM/DE ACTIVITIES REPORT # 22-02.1

TO: Auburn Valley Community Service District Board
FROM: Dave Harden, PE and Ali Holladay, EIT
DATE: February 8, 2022
SUBJECT: Activities Report from Hire to 2/7/2022



I. General Manager

A. District Organization Chart

AVCSD and BEN|EN worked together to create an organizational chart to determine who responds to different events. This includes the 24/7 call center that residents will use to contact the AVPOA and AVCSD.

B. GM/DE Responsibilities

The GM/DE has been working with the District to alleviate responsibilities from other Board members. The following is a list of responsibilities that have been identified thus far.

- Perform GM & DE duties.
- Attend board meetings & provide a report.
- Correspond with external partners and the community.
- Execute Board-approved task orders.
- Hire contractors for water and wastewater CIP projects.
- Act as primary contact for RWQCB, PCHHS, PCAPCB, FCC, Cal Fire and technical subcontractors.
- Interface with accountant and delinquent customers and service termination actions.
- Act as legal contact for RWQCB, PCHHS, PCAPCB, CSDA, Superior Court, Small Claims Court, etc.
- Perform capital improvement planning, assessments, and rate studies.
- Interface with new build contractors and architects for services.
- Propose District policies regarding billing, collections etc.
- Respond to customer complaints and questions.
- Act as the initial point of contact for District members.
- Act as primary interface for water and sewer system operators.
- Act as Emergency contact.
- Apply for grant applications.
- Perform/Ensure government compliance.

C. Reserve Study

AVCSD entered into a contract with the Browning Reserve Group (Browning) to perform a reserve study. A draft was supposed to be submitted 2/4/22, but the draft has not yet been received. The GM has contacted Browning for a status on the report.

D. Well #3 Refurbishment – Memorandum of Understanding with Property Owner

Under review with Technical Director.