



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, January 31, 2023

Meeting Held by Microsoft Teams and at 9965 Spyglass Circle, Auburn, CA 95602

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

Roll Call: All Directors were present

Established a quorum.

Public Comments:

Mike Krug inquired about the status of the rate study, raising funds for the reserve and the ability of the AVCSD to raise funds for future needs of the district. Discussion followed regarding the urgency of raising reserve funds, and the ability to raise funds.

Len Raley had questions regarding EDU's (Equivalent Dwelling Unit means the equivalent water usage of a single family residence with a metered service connection, as determined by the Agency, without an auxiliary dwelling unit. Equivalent Dwelling Unit. (EDU) shall mean each unit provided with a connection or connections to the public sewer systems.) Dave Harden gave an explanation of what EDU's are, and how

they are determined. The allocation of EDU's were determined during the development of the district and cannot be reevaluated.

Approval of the January 31, 2023 meeting agenda (4-0)

Reports:

Treasurer's Report - Richard Welker

December 31 2022 bank balances are:

#1120 - US Bank - Operations Acct.	\$ 20,449.81
#1130 - US Bank - Bond Servicing Acct.	\$ 121,606.92
#1150 - US Bank - Money Market - Reserve Acct.	\$ 200,026.85
Total:	\$ 342,083.58

Receivables

Accounts Receivable	\$ 15,683.06
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Liabilities

Current Accounts Payable	\$ (480.00)
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This is a basic outline of current assets and liabilities. Operations have continued to cost more than historic numbers indicate. This is the result of breakdowns at well #4 residual expenses. Increasing the Reserve Account going forward needs to be addressed.

CSD payables are current.

The first Draft of the Audited Financial Statement dated June 30, 2022 for AVCSO is available. Contact Richard Welker if you would like a copy.

General Manager Report - Dave Harden (GM)

Rate Study

A meeting needs to be scheduled to review the Draft Rate Study.

A. In Progress Items

1. Rate Study Request for Documentation
2. District Code Research (on hold due to emergency responses) - Work Hold
3. Website Update (Compliance, FAQ, user friendly) - Work Hold
4. Ongoing Grant Research (always on the lookout) - Work Hold

B. 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). New lead contacts need to be established (Operators/Board President).

C. WWTP Board Member Study Session

The WWTP operator is also happy to provide a public study session to bring new board members up to speed on operations and maintenance of the WWTP and system. Time to be determined once the new board members have had time to settle in.

District Engineer Report - Ali Holliday (DM)

Well #3 Refurbishment

Byron Pipkin has taken over as the lead for the Board in regard to the Well 3 Refurbishment Project. The Nash's are eager to break ground as soon as possible. As previously discussed the Nash's chose pole location #3, and requested the DE reach out to PGE about the possibility of 3 phase power. PGE stated that they will not provide a second meter to a home that they already service.

The remainder of the update will be provided by Byron. The DE has provided easement documentation for the pole and well, PGE agreements for existing pole, site plan for proposed work and the locations that the Nash's had requested.

District Engineer To Do List - Work on Hold Until Directed by the Board

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) - in progress
 - a. Valving, ARVs
 - b. Water meters 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

SCADA Improvements - Work on Hold Until Directed by Board

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. As an example the operators were not aware that Well 6 was leaking or that the water surface elevation had increased due to the lack of the SCADA. 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 previous Technical Director recommended that 49er provide a laptop to BENIEN to access the SCADA information. 49er informed the previous Technical Director that the laptop would not provide much data. BENIEN found that the existing SCADA software does not retain sufficient data, it does not generate historical data for each well or the tank. Only real time flow rates and totalizer numbers.

Well 6 Failure

On January 12, 2023, the DE was notified by a homeowner that Well 6 appeared to be leaking. The operators immediately removed the well from service. The operators believe that an internal check valve may have failed or the well has become artesian. A well becomes artesian when the water pressure within the borehole exceeds the atmospheric pressure. This happens when the pressure in a confined aquifer increases, the water only has one way to go so it flows up the borehole and out of the well head. The next step is to pull the well head to inspect the check valves and assess the situation. Due to the heavy rains the area is inaccessible. The well head will be inspected as soon as site conditions allow. Based on previous well failures the DE put together an approximate cost, and it is estimated to be approximately \$4,000. The estimated cost includes 8 hours of the crane operators time and 8 hours of the operator's time, not including parts and materials.

Well #4 VFD

At the last board meeting the Board decided to hold off on this project for now. History of this is below:

The Board decided to move forward with the project. After that decision the operator notified the President that it was not needed. Prior to ordering the VFD equipment the operator decided to do further testing at the well and determined there was an obstruction in the piping that was reducing the flow. The operator disassembled the manifold (above ground) on October 18th. The check valve had come apart and lodged itself causing a restriction in flow. The check valve was replaced, and broken bits were removed. The operator observed normal flow, and normal current readings. He noted that as the drought continues a VFD may become necessary, but he believes last year's issues with Well 4 were due to the vertical placement of the motor and pump in the well bore hole. (Now 100' deeper).

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.

Curtola Ranch New Sewer Service Connection

The pipeline from the home's connection point to the Lift Station has been cleared. The homeowner scheduled a CCTV company to provide video inspection to prove such. Once the video is received and reviewed by the wastewater operator, the homeowner will be provided with the right to connect to the Sanitary Sewer System.

NEW State Requirement for Drought Planning Elements

Under Senate Bill 552 Section 10609.60 (c), the District will be required to add Drought Planning Elements to the District's emergency notification or response plan. To our knowledge the District does not have an emergency notification or response plan.

“Under Senate Bill 552 Section 10609.60 (c)

“(c)A small water supplier serving fewer than 1,000 service connections shall add drought planning elements, including, but not limited to, those listed in paragraph (1) of subdivision (a) and subparagraph (A) of paragraph (2) of subdivision (a), to its emergency notification or response plan and submit the plan to the state board. The plan shall be updated every five years, or when significant changes occur.”

Subdivision (a) paragraph (1)

(1) Drought-planning contacts, including all of the following:

(A) At least one contact at the water system for water shortage planning and response and the development of the plan.

(B) Contacts for local public safety partners and potential vendors that can provide repairs or alternative water sources, including, but not limited to, local community-based organizations that work with the population in and around areas served by the water system, contractors for drilling wells, vended water suppliers, and emergency shower vendors.

(C) State and local agency contacts who should be informed when a drought or water shortage emergency is emerging or has occurred.

(D) Regional water planning groups or mutual aid networks, to the extent they exist.

Paragraph (2) subparagraph (A)

(2) Triggering mechanisms and levels for action, including both of the following: Standard water shortage levels corresponding to progressive ranges based on the water supply conditions. Water shortage levels shall also apply to catastrophic interruption of water supplies, including, but not limited to, a regional power outage, an earthquake, a fire, and other potential emergency events.”

NEW State Requirement for Drought and Conservation Reporting

New requirements for drought and conservation reporting has been passed. The GM/DE has forwarded the emails regarding the reporting to the Operators. We assume that the operators will complete this since they already complete all reporting. There are webinars in the next few months, the earliest is February 2.

Sanitary Sewer Management Plan

AVCSD's Sanitary Sewer Management Plan will need to be updated based on new requirements released on June 5, 2023 (Order 20222-0103-DWQ). This order supersedes the previous order order 20006-0003-DWQ. The new requirements have been forward to the wastewater operator for his review. It is recommended that the technical director follow up on who should complete this update.

Wastewater Treatment Plant Performance

On 12/30 and 12/31 a large storm came through; rainfall was 2.48 and 3.60 inches respectively. Over that time period approximately 50,000 gallons per day (gpd) were coming into the WWTP. For perspective, in summer months normal flow is 15,000 gpd (excluding the golf course), which is a 300% increase.

It is not unusual for the system to see an increase in flows such as this during intense rain storms. The operator has been aware that there is an Inflow & Infiltration issue but has not found a solution. The operator believes that it is due to water infiltrating into the system from the Otto Pond. During storms such as these, the Otto Pond rises approximately 2 feet. The Otto Pond is located approximately 90 feet from the primary lift station on Auburn Valley Road. The operator conducted field level surveys and observations a few years ago which leads him to believe that the collection pipe upstream of the lift station within Auburn Valley Road is being impacted by infiltration. Due to the Operators historical knowledge of the system he is able to manipulate the system to gain additional capacity at the WWTP to prevent Sanitary Sewer Overflows; which would need to be reported to the State, and could incur the District fines. The Operator stays at the WWTP in his SUV for the duration of the storm (24 hrs, for 2-3 days). He wakes up every 2 hours to convert the aeration tank to a clarifier to double the settling capacity, and to manually pump clear water to the prefilter tank. As the District Engineer and Technical Director develop the CIP this should be considered. Solutions may include; I&I Study (flow monitoring and CCTV) additional storage capacity, automation of transfer pumps and piping projects to reduce the Infiltration.

Funding/Billing

Grants/Funding Opportunities

1. PCWA 2023 Financial Assistance Program: Projects due by 2/10/2023. Board to give direction.
2. Possible funding through EPA for Lead Service Lines – has not yet been released
3. Meter Replacement Grants (50% Match) – Deadline ended, prepare project for next funding cycle. BENIEN has an ongoing log of meters that are known to have issues.
4. Small Community Drought Relief: The funding has almost run out for this grant. It is unknown if they will be adding additional funding.

BENIEN Cost

1. As of 1/27/23 BENIEN has incurred \$33,978.27 under the GM/DE services task. The remaining budget is \$3,021.73.

Communications with Auburn Sierra Golf Club

State Water Quality Ownership Form

1. Andrew Duong has been contacted to provide information needed to complete the form. No response has been received. The previous President of the Board also reached out to Andrew Duong and did not receive a response.
2. The GM/DE were contacted by a realtor in the area asking questions about water service and metering in Auburn Valley. He stated that he spoke with Mr. Duong who had

questions about the metering and concerns that he was paying for other resident's water. The DE responded stating that all water in the AVCSD system is metered, and there is no connection between the AVCSD Water system and the NID system. If he believes he is paying for other homeowners NID water he would need to contact NID.

EDU

The DE was contacted by a community member regarding the allocation of EDUs for the golf course. The community member sent flow monitoring information, previous engineering reports and the Waste Discharge Requirements of the WWTP. The DE provided the community member with a narrative describing the information provided and why the EDUs were allocated. The DE also provided the community member with a document from the District's Legal Counsel regarding the Placer County Superior Court Case Final Judgment in favor of the District's allocation of EDUs. No further action has been taken at this time.

President's Report

Discussion was held regarding AVCSD meetings being held according to the Brown Act. Dave Harden suggested having committees consisting of board members and community homeowners. This needs to be further discussed as an agenda item at the February meeting.

Phil Montoya resigned as a AVCSD board member.

Sukhpal Mann, Richard Welker, and Kaylene Hallberg were sworn in to office for the AVCSD Board of Directors.

Vice President Report - Byron Pipkin

Technical Director Report - SP Mann

Collections/Enforcement - Gerald Sherburne / Diane Peterson

One late fee forgiveness request was approved (5-0).

Consent Item

The minutes were approved for the meeting held on November 8, 2022 (5-0)

Old Business

Well #3 - Bryon Pipkin

The replacement and moving of the 30 year old, leaning power pole located at the rear of a homeowners property is moving forward. A new pole location has been agreed upon by the homeowners. The homeowners have also requested that the existing non working AVCSD well equipment be removed from their shed located on their property.

The cost of the pole replacement and moving it would cost approximately \$5,000 to \$10,000.

Byron Pipkin made the motion to complete the process 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.

Discussion followed regarding the public bidding process, Resolution 2022-04, and the signing of an updated Memorandum of Understanding by the homeowners.

Byron amended the motion to include the hiring of 49er Water Services to proceed with the project.

The motion was seconded and approved as amended 5-0.

Emergency Declaration

The Board voted (5-0) to extend Resolution 2022-04 (Emergency Declaration) 30 days.

New Business

Resolution 2023-01 - Change of date and time of Board meeting

AVCSD Board of Directors resolves that the District BOARD MEETINGS will be held on the fourth Tuesday of every month from 1:00 -3:00 PM.

A motion was made, seconded and passed (5-0) to adopt Resolution No. 2023-01

Hignell Property Management

Hignell Property Management sent a proposal to manage AVCSD that would include handling the accounting for the district. A discussion was held and the board decided not to accept the proposal.

Water Valves

Water valves at the meters are only to be turned off/on by 49er Water Service or a AVCSD Board Member. The question was asked if there is access to a main valve key for board members to access in case of an emergency to turn off a water valve. The location of the key was given.

Brown Act Ethics Training

Public officials are required to take an ethics training course to educate them on the ethical standards required of any individual who works in state or local government. AVCSD Board members can utilize free online courses available to satisfy this requirement.

AVCSD Board Positions

The following positions were agreed on by the new board:

Gerald Sherburne - President

Byron Pipkin - Vice President

SP Mann - Technical Director
Richard Welker - Treasurer
Kaylene Hallberg - Board Member

Administration

Byron Pipkin requested the AVCSD Board members, the GM, and DE respond to emails within 24 hours.

A reminder that 700 forms need to be completed.

A motion was made, seconded and approved to continue having virtual and in person meetings until February 28, 2023. (5-0)

Adjournment - there being no further business before the board, the meeting was adjourned at 2:27 p.m.

Respectfully Submitted,
Diane Peterson
Recording Secretary

Next Meeting:

February 28, 2023
1:00 p.m.