



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, April 26, 2022

Meeting Held by Webex and at 9845 Spyglass Circle

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

Roll Call: All Directors were present

Established a quorum.

Public Comments

A community member asked the board to reconsider the day and / or time of the board meetings. A discussion followed including that a survey has been done in 2019 where homeowners suggested moving the Saturday meetings to a weekday. A suggestion was made to record the meetings.

Approval of the April 26, 2022 meeting agenda (5-0)

Reports From Directors:

Treasurer's Report - Dale Kuehne

March 31, 2022 bank balances are:

MMA (Restricted for Bonds)	\$196,984
O&M Account	\$211,918
Reserve Account	\$200,002

Receivables as of March 31, 2022 are \$11,090 for the community with a breakdown of \$7,713 for the O&M account and \$3,378 for the bond account.

Funds were received from Par 5's bankruptcy attorney which paid the liability in full.

All CSD bills are paid current.

General Manager Report - Dave Harden (GM)

On Boarding

AVCSD and BEN I EN worked together to continue the transition of duties from AVCSD volunteers to GM and DE roles. A meeting will be scheduled with the CPA to complete the transition of late payment billing.

Reserve Study

The DE/GM participated in a meeting with Browning to discuss the GM, DE and District comments. Browning is working on the next submittal and understands that this should be completed prior to the end of this fiscal year.

In Progress Items

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

District Engineer Report - Ali Holliday (DM)

Well #3 Refurbishment

Due to inclement weather the site walk with property owners, Nash, was rescheduled. The next step is to provide the district with a fee and proposal for the Districts approval, as well as Draft MOUs (memorandum of understanding) with the affected homeowners. This proposal would include but is not limited to; design support, construction support, estimated cost of construction, estimated cost to manage the project.

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

On April 22, 2022 a sanitary sewer overflow (SSO) occurred in the second to last manhole prior to the lift station at the intersection of Fairway Court and Auburn Valley Road. The SSO was caused by a grease and rubber glove blockage in the pipe downstream of the manhole that overflowed. Approximately 225 gallons overflowed into a nearby drainage inlet that flows into Otto's pond. Mark Kahl and Ali Holladay were on site to address the SSO, when the pipe blockage was dislodged and the system returned to normal conditions. Dave Harden made all appropriate notifications the day of, and a Draft Incident Report will be submitted to Guy Childs by Mark. It is recommended that the District consider a maintenance plan, with CCTV (closed-circuit television) 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.

Water Conservation Efforts

1. The DE/GM has drafted a letter requesting that homeowners begin irrigating on a reduced schedule. A letter has been drafted that will be sent out to homeowners with the requested dates for irrigation based on their address. If homeowners have additional questions about water usage, or irrigation timers they can reach out to the DE/GM or the water operators for assistance.
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

Funding / Billing

1. Grants / Funding Opportunities

Possible funding through EPA for Lead Service Lines.

2. 30 Day Notice to Terminate Service Letters

A meeting has been scheduled for May 12, 2022 to introduce the CPA to the GM/DE and iron out processes.

Tree Blocking Well #4 Access

A tree on the golf course property fell during a recent storm and is blocking access to Well 4. AVCSD DE/GM has attempted to reach the owners via phone, email and USPS mail requesting that the tree be moved off the easement that provides access by 4/21/22. The District is working to get two quotes to have the tree removed, and will bill the golf course for the incurred expense.

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.

Water Conservation

AVCSD, GM, and DE are actively working on ways to conserve water. Some board members have attached a Flume water meter to their existing water meter as a means to monitor their water usage and to be aware of any leaks. Homeowners are also encouraged to purchase a Flume water meter. The Flume meter uses patented technology to read the magnetic field directly from your water meter and detects usage down to the one-hundredth of a gallon—that's enough to detect a dripping faucet or outdoor sprinkler. The district is also considering purchasing moisture meters which is a device that is used to measure the percentage of water, wetness, dryness and humidity within a given material. The meters would help educate homeowners in the amount of water being used to water their lawns and landscaping.

Vice President Report - John Imrie (no report)

Technical Director Report - Bob Mantz

The GM and Bob are evaluating other water meter monitors in comparison to the Flume. In the near future, the district needs to replace some of the older water meters and is considering replacing the meters with meters that have remote meter reading capabilities.

Delinquencies/Volunteer Committee - Gerald Sherburne

Three (3) Late Fee Forgiveness requests were approved (5-0)

Consent Item

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

Old Business

Communications with Auburn Sierra Golf Club

Andrew Duong (owner) has been contacted to provide information needed to complete the RWQCB (Regional Water Quality Control Board) document. A response had not been received.

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.

AVCSD Fence

Suggestions from homeowners have been received regarding the fence surrounding AVCSD equipment located near the gazebo. The GM/DM will be reviewing the suggestions and will respond to the homeowners that have expressed concerns.

New Business

Resolution 2022-03 (Attached)

A motion was made, seconded, and passed to approve Resolution 2022-03 (5-0). The document will be sent to the office of Placer County Elections.

Par 5 Lien

The final payment, plus interest, for the lien filed against Par 5 Property Investments LLC has been received. The board approved for a Lien Redemption to be filed with the Placer County Recorder's office.

Date Change for AVCSD Invoices / Payment Deadline

A proposal was made to change the due date for future invoices from 45 days to 30 days and the invoice payment deadline be changed from the date received to the post mark date. Discussion followed with a meeting being set with the CPA to go over the logistics of changing the due dates and dates payments are received.

Draft Annual Budget Review

The GM continues to work on the Annual Fiscal Budget for 2022/23. A brief discussion was held regarding some of the main items. The budget will be voted on at the AVCSD June meeting.

Bennett Engineering Task Order #02 Well #3 Rehabilitation Project

The GM presented to the District Task Order #02 regarding the rehabilitation Of Well #3. A discussion followed with the district deciding to split the

project in to two (2) phases. A copy of the task order was sent to the homeowners.

Administration

Phone numbers of board members will be removed from the AVCSD website. Dave Harden, GM, contact information will be added as the main contact person during regular business hours. Mike Krug, AVPOA President, is working with Hignell Property Management on a “who to call” list for AVPOA and AVCSD and a emergency phone number to call after normal business hours.

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: May 24, ,2022 at 3:00 p.m.

**NOTICE OF GOVERNING BOARD MEMBER ELECTION AND/OR
NOTICE TO SUBMIT MEASURE(S) TO A VOTE OF THE VOTERS**

Resolution No. 2022-03

RESOLUTION OF THE GOVERNING BODY OF THE

Auburn Valley Community Services District

DECLARING AN ELECTION BE HELD IN ITS JURISDICTION;
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE THIS ELECTION
WITH ANY OTHER ELECTION CONDUCTED ON SAID DATE;
AND
REQUESTING ELECTION SERVICES BY THE COUNTY CLERK.

WHEREAS, this District Governing Body orders an election to be held in its jurisdiction on November 8, 2022; at which election the issue(s) to be presented to the voters shall be:

NOMINATION OF CANDIDATES FOR THE GOVERNING BODY

- 1. Said election shall be to fill a vacancy for the following Board Members(s) who resigned and/or whose term(s) expired:

Incumbent's Name	Division Number (if applicable)	Regular/Short Term
James Leidigh	N/A	Regular
John Imrie	N/A	Regular