



Auburn Valley Community Service

District

P.O. Box 8138 Auburn, California 95604

Board of Directors

Gerald Sherburne Byron Pipkin
Richard Welker Sukhpal (SP) Mann Dale Mauldin

Minutes

BOARD OF DIRECTORS MEETING AND PUBLIC HEARING

Wednesday, February 28, 2024

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

Meeting called to order at 6:00 p.m.

Roll Call: All Directors were present

Established a quorum

Approval of the February 28, 2024 meeting agenda (5-0)

Reports:

Treasurer's Report - Richard Welker

January 31, 2024 bank balances are:

#1120 - US Bank - Operations Acct.	\$ 48,530.95
#1130 - US Bank - Bond Servicing Acct.	\$186,557.52
#1150 - US Bank - Money Market - Reserve Acct.	\$125,264.90

Total: \$360,353.37

Receivables

Accounts Receivable \$ 99,048.35

Liabilities

Current Accounts Payable \$ 1,988.83

Revenue (Short Term) \$ 90,000.00

Accrued Bond \$ 7,059.52

Total \$ 99,048.3

Motion was made to approve the Statement of Revenue, Expenses & Changes in Net Assets for January 2024 formulated by AVCS D accountants, Wilson, Meyers & Dold. The motion was seconded and passed. (5-0)

President's Report - Gerald Sherburne - no report

Vice President Report - Byron Pipkin - no report

Technical Director Report - SP Mann

SP has been in the process of researching, getting proposals, and the feasibility of connecting to Nevada Irrigation District (NID). The company he had contacted has not responded to his requests for a proposal. SP will consult with Steve Palmer going forward in finding information and getting proposals.

Collections/Enforcement - Gerald Sherburne

The Auburn Sierra Golf Club mailed a payment on February 26, 2024 in the amount of \$30,944.25. A second payment of \$10,314.80 will be mailed March 15, 2024. This will bring the account up-to-date in regards to the overdue amounts.

The 30-day and 10-day notices have been revised.

Consent Item

The January 10, 2024 minutes were approved. (5-0)

Old Business

Discussion was held regarding the hiring of Steven Palmer as General Manager of the District. A motion was made to approve the Professional Service Agreement with Steven Palmer Consulting, Inc. (Proposal attached). The motion was seconded and approved 5-0.

Fencing - SP Mann

SP will work with Dale in getting proposals for the fence.

Capital Improvement Plan (CIP)

The CIP is done. The 6 month budget cannot be completed as statements from the system operators have not been submitted. Once received, the proposed 6 month budget will be completed and the CIP will be sent to Lechowicz & Tseng Municipal Consultants for the Rate Study.

Grant Updates

The board will work with Steve Palmer in regards to applying for Grants that will benefit the District.

New Business

Generator

The control board on the back-up generator failed. The generator is 20 years old but only has 800 hours of usage. Charlie, the District system operator, is in the process of trying to repair the control board. Charlie will keep SP updated on the process.

New Meeting Date

The District is proposing a new AVCS D meeting date to the third Wednesday of the month at 6:00 p.m. A resolution will be voted on at the next meeting.

Public Comments (none)

Adjournment - there being no further business before the board, the meeting was adjourned at 6:35 p.m.

Respectfully Submitted,
Diane Peterson
Recording Secretary

Next Meeting:

Wednesday, March 19, 2024
6:00 p.m.

Steven Palmer Consulting Inc.
PO Box 706, Newcastle, California 95658
spalmer.consulting@gmail.com

February 19, 2024

Board of Directors
Auburn Valley Community Services District
PO Box 8138
Auburn California 95604

Dear Board of Directors,

I am pleased to submit this letter proposal to provide the Auburn Valley Community Services District (AVCSD) with General Manager consulting services. The overall scope of work is to attend Board meetings, respond to questions from the Board, and provide analysis and recommendations as needed.

All work will be performed by Steven Palmer, PE. The majority of work will be performed remotely. I will be available to AVCSD contractors and Board members through phone calls, text messages, or email. I will attend the monthly Board meetings virtually or in person, as required to meet the needs of AVCSD. To ensure success for everyone involved, I will be available to AVCSD contractors and Board members at all times and every day of the week. I have been very successful in holding staff meetings, Board committee meetings, and full Board meetings via the online meeting platforms Zoom and Microsoft Teams. These tools will also be used to ensure an adequate amount of communication.

I propose to complete this work for an hourly rate of \$116 per hour. This rate will increase annually based on the Annual Change in the Consumer Price Index for All Urban Consumers in San Francisco-Oakland-Hayward. All regular administrative, travel, and per diem expenses are built into the hourly rate and there will not be any additional charges for these expenses. The only additional charges would be direct cost pass through for third party services such as copying, printing, or scanning services; there will be no markup on those expenses.

It is assumed that the level of effort for this work will average 6 hours per month, for an initial not to exceed amount \$8,352 for twelve months. If work outside of the initial contract scope is identified, an estimate of the additional scope and fee will be prepared and submitted to the Board for approval.

If you have any questions or comments, please call me at (916) 396-4221.

Sincerely



Steven Palmer, PE
Steven Palmer Consulting Inc.