



# Auburn Valley Community Service

## District

P.O. Box 8138 Auburn, California 95604

**Jim Leidigh (530) 269-1668**

**Gerald Sherburne (530) 269-1938**

**Bob Mantz (530) 269-1802**

**John Imrie (530) 269-1831**

**Dale Kuehne (916) 549-6531**

## Minutes

### **BOARD OF DIRECTORS MEETING AND PUBLIC HEARING**

**Tuesday, March 22, 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.

Approval of the March 22, 2022 meeting agenda (5-0)

### **Reports From Directors:**

#### **Treasurer's Report - Dale Kuehne**

February 28, 2022 bank balances are:

MMA (Restricted for Bonds)	\$196,089
O&M Account	\$245,731
Reserve Account	\$200,002

Receivables as of February 28, 2022 are \$15,248.26 for the community with a breakdown of \$10,974.61 for the O&M account and \$4,274 for the bond account.

We still have not received payment from the bankruptcy attorney for Par 5's liability which totals \$7,820.67.

Our annual audit is complete. For the fiscal year 2020/2021 we had operating revenue of \$458,141, operating expenses of \$572,668 (including depreciation expense of \$151,224 which results in an operating loss of \$114,527. Please let me know if anyone would like a copy of the audit report.

All CSD bills are paid current.

## **General Manager Report - Dave Harden**

### **A. On Boarding**

AVCSD and BEN I EN worked together to continue the transition of duties from AVCSD volunteers to General Manager and District Engineer roles.

### **B. Reserve Study**

Browning submitted a draft reserve study to the District Engineer and General Manager. The reserve study has been reviewed by Dave Harden, Ali Holliday and Jim Leidigh. The reserve study is under review by the water and wastewater operators.

### **C. In Progress Items**

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

## **District Engineer Report - Ali Holliday**

### **A. Well #3 Refurbishment**

The District Engineer is working with the General Manager to draft the memorandums of understanding for property owners and assist once the proposal has been accepted and drafting a proposal for the development of Well #3 Refurbishment project. This proposal would include but is not limited to; design support, construction support, estimated cost of construction, estimated cost to manage the project.

### **B. Lift Station Failure Analysis**

Due to the recent power outage which caused the lift station electronics to malfunction the Technical Director, Bob Mantz, requested that a failure analysis be done. This intent of the analysis is to submit a claim to PG&E for reimbursement of time and expenses that the power outage cost AVCSD. A site visit has been conducted and the report is being drafted.

### **C. 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
7. Inflow & Infiltration Study

## **D. Funding / Billing**

### **A. Grants / Funding Opportunities**

1. County-Wide/Regional Funding Solicitation – Only for DAC Communities (Disadvantage communities). AVCSD is not eligible.
2. Possible funding through EPA for Lead Service Lines
3. ARPA (American Rescue Plan Spending) funding from County – County not releasing funds to Special Districts.

### **B. 30 Day Notice to Terminate Service Letters**

1. The General Manager and District Engineer has been slated to take over the responsibility of sending out the letter of service termination due to failure to pay. Due to tax season this has been a bumpy transition but will be addressed and corrected prior to the next round of letters. A meeting will be held at the end of tax season to introduce the CPA to the General Manager and District Engineer and iron out the process.

## **President's Report - Jim Leidigh**

### **Five Year Calendar Review**

March is the month that tax returns are prepared and preparation for the new fiscal year budget.

### **Liens**

A title company contacted Diane Peterson regarding liens on file with Placer County against former owners of a property in Auburn Valley. After some research, it was determined the liens had been paid. Lien redemptions have been filed with The Placer County Recorder.

### **Bond Payment**

A delinquent Old Community bond payment was received from a homeowner

## **Vice President Report - John Imrie (no report)**

## **Technical Director Report - Bob Mantz (no report)**

## **Delinquencies/Volunteer Committee - Gerald Sherburne (referred to Ali Holliday)**

## **Old Business**

### **Joe Parisi Letter**

The AVCSD Board responded to Joe Parisi's letter regarding public trespassing on, over or alongside AVPOA Private Property and Private Roads for access to the Hidden Falls Regional Park Expansion. The AVCSD Board will continue engagement with Placer County and AVPOA regarding the Hidden Falls expansion.

### **Waster Water Discharge Permit**

The waste water discharge permit is being updated to include the new owner of the Auburn Valley Golf Club.

## **New Business**

### **Water Conservation**

Discussion was held regarding water conservation as it is a great concern with the continuing drought. Suggestions were made to read the water meters more often; educate the community on water conservation and how to set their sprinkler systems; landscape watering being limited to 3 days a week with a time limit of 15 minutes or less for each station; accessing fines to high water usage property owners.

### **Bennett Engineering Task Order #01.1 (Attached)**

General Manager, Dave Harden presented to the AVCSD Board Task Order 1.1. After discussing the task order, a motion was made and seconded to approve the Bennett Engineering Task Order 1.1. (5-0)

### **Consent Item**

The March 22, 2022, AVCSD Board of Directors meeting minutes were approved.

### **Public Comments** (none)

**Adjournment** - there being no further business before the board, the meeting was adjourned at 4:27 p.m.

**Respectfully Submitted,**  
**Diane Peterson**  
**Recording Secretary**

**Next Meeting: April 26,2022 at 3:00 p.m.**



# Auburn Valley Community Service District

P.O. Box 8138 Auburn, California 95604

Date: March 22, 2022

RE: Task Order No. 01.1

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

Bennett Engineering Services (BENIEN) respectfully

This Task Order 1.1 authorizes BENIEN to bill up to an additional \$2,500 per month until the end of Fiscal Year 2021-2022 for the professional services described below. The additional billing amount would be applied to the invoices beginning in March of 2022. This additional billing limit is required to cover cost incurred during the initial on-boarding process. These charges may include time spent for the following:

- Gathering data and information on system operations
- Organization chart development
- Roles and duties designations
- Meetings additional meetings with Staff (board members and consultants)
  - Accounts receivables
  - Budget development
  - Operations
- Code and policy compliance
- Reserves Study coordination
- Project scoping

Services are to be performed in accordance with the Agreement dated January 14, 2022 Auburn Valley Community Service District and Bennett Engineering Services, as amended.

**Project Name:** General Manager and District Engineering Services

**Budget:** Annual fiscal year budget not to exceed \$37,000 and not to exceed a month budget of \$6,000. To be invoiced on time and materials at Professional Standard Rates per Agreement for Fiscal Year 2021/22.

An optional budget of \$5,000 for Emergency services may be authorized by the district under this task order. Not included in the monthly billing limit.

The monthly budget limit for Task Order # 01.1 services will be terminate at end of Fiscal Year 2021/22. The budget for Task Order # 01 services will be renewed annual at the beginning of the Fiscal Year.

**Scope of Work:** BENIEN will provide General Manager and District Engineering Services as described in Exhibit A of Task Order No. 1 scope of services. 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: \_\_\_\_\_

Bennett Engineering Services Inc

Approved: \_\_\_\_\_  
Leo Rubio, President

Date: \_\_\_\_\_