AMADOR WATER AGENCY
Board of Directors
Regular Meeting
12800 Ridge Road, Sutter Creek, CA 95685
August 11, 2016
9:00 a.m.
Website Address: www.amadorwater.org

Please Note:
Members of the public will have the opportunity to directly address the Agency Board of Directors concerning any item listed on the Agenda below before or during consideration of that item. There is a three minute time limit per person.
In order to better accommodate members of the public, some Agenda Items will be heard at a specified time or soon thereafter. Agenda Items without specific times may be rearranged to accommodate the Board’s schedule.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ADDITIONS TO AGENDA
   Items added to the agenda must be approved by the Board pursuant to Government Code Section 54954.2.

3. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA
   A. Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of Amador Water Agency; however, any matter that requires action will be referred to Staff for a report and action at a subsequent Board meeting. Please note there is a three (3) minute time limit per person.

4. CONSENT AGENDA
   A. Items listed on the consent agenda (see attached) are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a Board member(s).

5. DEPARTMENT REPORTS
   Staff Reports will be provided by Department Heads to update the Board of Directors on current activities within their areas of responsibility.
      A. Administration/Finance
      B. Operations

6. AGENCY GENERAL
   A. Public Hearing- Delinquent Water and Wastewater Standby Accounts
      1. Discussion and possible adoption of Resolution No. 2016 - Transferring Delinquencies to the County Tax Rolls

Robert Manassero, President     Gary Thomas, Vice President     Paul Molinelli     Art Toy     Rich Farrington
B. Engineering Department Re-Organization
   1. Discussion and possible action to approve the re-organization of the Engineering Department
   2. Discussion and possible action to authorize the General Manager to implement the re-organization of the Engineering Department as depicted in the draft organizational chart.

7. WATER SYSTEMS
   A. Tanner and Ione Hydro Projects Update
      1. Update and presentation of Tanner and Ione Hydro projects by Matt Swindle, Nline Energy Inc.
      2. Discussion and possible action to authorize the General Manager to complete all necessary actions to apply for the California Energy Commission, Electric Program Investment Charge grant for the Ione Hydro project.

   B. Gravity Supply Line Project
      1. Discussion and possible action to reject sole bid received for tree replanting work in second round of bidding for that work.
      2. Discussion and possible action to find that the Agency may perform GSL Project tree replanting work by force account method and/or by sole source contracting method and to authorize staff to carry out the tree replanting work by such methods.

   C. Water Sales and Production Update

8. AGENCY PROJECT UPDATES

9. AGENCY COUNSEL REPORT
   A. Legislative Report
   B. Other Legal Matters

10. COMMITTEE REPORTS

11. FUTURE AGENDA TOPICS
   A. This item is to provide the Board Members an opportunity to request items to be placed on future agendas.

12. CLOSED SESSION
   A. Conference with Legal Counsel Pursuant to Government Code Sections 54956.9(a) and (d)(1) -- Existing Litigation – Howard Jarvis Taxpayers Association, et al. v. Amador Water Agency, et al. (Amador Superior Court Case No. 16-CVC-09564/Third District Court of Appeal Case No. C081757).
   B. Conference with Legal Counsel Pursuant to Government Code Section 54956.9(a) – Pending Litigation- Amador Water Agency v. Lazy Creek Family Trust, et al. (Amador Superior Court Case No. 15-CV-9203).
C. Conference with Legal Counsel Pursuant to Government Code Section 54956.9(a) – Anticipated Litigation - Initiation of litigation – One Case.

D. Conference with Legal Counsel Pursuant to Government Code Section 54956.9(a) – Anticipated Litigation -- Significant Exposure to Litigation Involving Claims Related to Sierra Mountain Construction Inc.'s performance of the AWA Gravity Supply Line Project.

13. ADJOURNMENT

AMADOR WATER AGENCY
CONSENT AGENDA

August 11, 2016

Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a Board member(s).

1. MINUTES
   A. Approval of minutes of the Regular Board Meeting of July 28, 2016

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, then please contact Cris Thompson at (209) 223-3018 or (209) 257-5281 (fax). Requests must be made as early as possible, and at least two-full business days before the start of the meeting.

Documents and materials relating to an open session agenda item that are provided to the Amador Water Agency Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at 12800 Ridge Rd, Sutter Creek CA 95685
AMADOR WATER AGENCY
Board of Directors
Regular Meeting
July 28, 2016

MINUTES

Directors Present: Gary Thomas, Vice President
Richard Farrington
Paul Molinelli
Art Toy

Directors Absent: Robert Manassero, President

Staff Present: Gene Mancebo, General Manager
Connie Gagnebin, Acting Clerk of the Board
Damon Wyckoff, Operations Manager

CALL TO ORDER- Vice President Thomas called the meeting to order at 9:01 a.m.

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT: None

CONSENT AGENDA ITEMS

MOTION: It was moved by Director Toy, seconded by Director Farrington, and unanimously carried to approve consent agenda items 1.A Approval of Regular Board Meeting Minutes of July 14, 2016 with minor revisions, 1.B Approval of Special Board Meeting Minutes of July 20, 2016 with minor revisions, and 2.A Approval of Accounts Payable for June, 2016.

AYES: Director Thomas, Director Farrington, Director Toy, and Director Molinelli
NOES: None
ABSENT: Director Robert Manassero
ABSTAIN: None

AGENCY GENERAL (1:37 - 15:16)
Amador County Assessor
Update from Jim Rooney, Amador County Assessor
Administrative Policy Manual Revisions (15:21 – 38:56)
Discussion and possible action to adopt Resolution No.2016-16 adopting revisions to the Agency’s Water Code Sections 2.19 and 2.20-Water Conservation

MOTION: It was moved by Director Toy, seconded by Director Thomas, and carried to send Resolution No.2016-16 adopting revisions to the Agency’s Water Code Sections 2.19 and 2.20-Water Conservation back to the Policy Committee for additional review and rewording based on comments provided.

AYES: Director Thomas, Director Farrington, Director Toy, and Director Molinelli
NOES: None
ABSENT: Director Robert Manassero
ABSTAIN: None

Water Code Amendments (39:10 – 44:05)
Adoption of Ordinance 2016-02, concerning amendments to the Amador Water Agency Water Code Sections 2.06 and 2.08 respecting payment of participation fees.

Public Comment:
Ray Brusatori, Developer

MOTION: It was moved by Director Molinelli, seconded by Director Toy, and carried to adopt Ordinance 2016-02, concerning amendments to the Amador Water Agency Water Code Sections 2.06 and 2.08 respecting payment of participation fees.

AYES: Director Thomas, Director Farrington, Director Toy, and Director Molinelli
NOES: None
ABSENT: Director Robert Manassero
ABSTAIN: None

AWA WATER SYSTEMS (44:13 – 1:08:52)
Public Workshop – Community Development Block Grant – Pioneer

RECESS was called at 10:10 a.m. SESSION resumed at 10:24 p.m.

PROJECT UPDATES (1:13:47 – 1:26:02)

COMMITTEE REPORTS (1:26:12 – 1:44:06)

MANAGER’S REPORTS (1:44:07 – 2:07:31)

BOARD OF DIRECTOR DISTRICT REPORTS (2:07:33 – 2:11:53)

FUTURE AGENDA TOPICS (2:11:55 – 2:16:53)
New Director Chairs
Bond Refinancing
Revenue Stream from outside Amador County (Look into an Ad hoc Committee)

Vice President, Thomas requested a list of future agenda topics to date. General Manager Gene Mancebo asked to have this list distributed to all Directors of the Board.

CLOSED SESSION was called at 11:29 a.m. Report out in Open Session

OPEN SESSION resumed at 11:51 a.m.

Vice President Thomas reported out from Closed Session that The Board approved the proposed settlement with petitioner’s Kenneth Perano and Ken Berry v. Amador Water Agency litigation. The Board voted as follows:

AYES: Director Thomas, Director Farrington, Director Toy, and Director Molinelli
NOES: None
ABSENT: Director Robert Manassero
ABSTAIN: None

Under the settlement the petitioner’s will dismiss the lawsuit in exchange for payment of attorney fees. Once signed by the Agency the settlement agreement will be a public document and available upon request.

In the Amador Water Agency v. Lazy Creek Family Trust, et al. litigation direction was given to staff.

ADJOURNMENT
Vice President Thomas adjourned the meeting at 11:55 a.m.

__________________________
Cris Thompson
Clerk of the Board of Directors
Approved: __________________
ADMINISTRATION DEPARTMENT REPORT

Customer Service/Human Resources:

- The 2016/2017 (7/1/16-6/30/17) Safety Statistics for Agency staff are:
  - Lost time worker's comp incident: 0 (date of last incident: 4/30/15)
  - Other Worker Comp incident: 1 (date of last incident: 5/12/16)
  - First Aid incident: 1 (date of last incident: 10/2/2015)
  - Avoidable vehicle accident: 0
  - Unavoidable vehicle accident: 0
- Training in July: Haugland/Schafer-Neptune Meters
- Certifications/Renewals in July: None
- Staffing: No changes in July
- Liens filed in June: 0
- Liens Released: 3- $1102.26
- Total Liens filed for the Agency 294- total dollar amount $503,124
- Springbrook: Continue to work on miscellaneous issues.

Finance/Accounting:

Water Sales Revenues through the month of July are $687,669 – 26% over budget

Wastewater Sales Revenues through the month of July $123,286- 4% under budget

Cash continues to be monitored daily, total cash balances at July 31, 2016 were $3,508,327

Unrestricted Cash totals: $740,033
Restricted Cash totals: $2,768,294

Year to date Operating and Non-Operating Revenue exceeded Expenses by $579,246
Debt Service Principal Payments $24,193
Grant Reimbursements received: $147,470- Gravity Supply Line

Prepared by: Karen Gish – HR / Office Manager
Tracey Hays – Finance Manager
Operations Report

Covering July 1st – July 29th, 2016

Operations Manager:
1. Secured permission to resume dosing aluminum chlorohydrate at the Buckhorn Water Treatment Plant from the Waterboard. This will help reduce the formation of disinfection By-Products.
2. Continued work on CAWP fire flow improvements.
3. Continued to work on Tanner Hydroelectric station.
4. Worked with field staff to address Taste and Odor issue in Lone. Coordinated public information, repairs to Lone Reservoir inlets, optimization of the water treatment plant and secured sodium permanganate to dose if needed.
5. Met with design consultant and Waterboards on the Camanche wastewater treatment facility design.

Admin Assist III:
3. Attended County Tree Mortality Meeting
4. Assisted in Lone’s Taste and Odor issue with updates to the public and state regulator.
5. Began lead and copper sampling in Lone and Lake Camanche areas.

Water Treatment Plants:
1. Operators cleaned the Lone clarifier on July 20th and 21st to help resolve the Lone taste and odor issues.
2. Lost syphon on the Gravity Supply Line twice this month due to low regulator levels. Operators were able to reestablish the syphon successfully.
3. The Storage tank transducer at LaMel Heights malfunctioned and was replaced.

Wastewater:
1. Replaced broken infiltrator in Leachfield B at Gayla WWTP.
2. Removed turbo mistert pump and motor assembly at Lk Camanche WWTP and sent it out for repair.
3. Continued to monitor and run irrigation at Mace Meadows Golf Course.
4. Replaced power converter irrigation system at Gayla WWTP.

Engineering
1. Agency Projects:
   a. CDBG: Environmental and engineering
   b. GSL: Claims prep and tree replanting bid phase
   c. Lone WTP Expansion: 60% plan review
   d. New York Ranch Rd Intersection: Project management
e. SDP: Easement finalization, CPRA requests, Project archival
f. Sutter Hill Road Realignment: Close out
g. Tanner Hydroelectric: Punch list and start-up
h. UMRWA: Final report preparation/quality control

2. Developer Projects:
   a. Badger Street Bridge: Project management and inspection
   b. Preston Castle: easement, close out
c. Dollar General Pioneer: Project management, plan review
d. ARCO: Project management, plan review
e. East Ridge BP: Project management, plan review
f. Gold Quartz Inn: Plan review
g. Washington Place: Project management

Electrical:
1. Gravity Supply Line SCADA work completed.
2. Continuing work on Tanner Hydro project
3. Failures:
   a. Tank A/B battery- regulator and batteries replaced
   b. Lone WTP backwash UPS- replaced
c. LaMel tank transducer- replaced
d. Gayla WWTP sprinkler system – power supply replaced
e. Amador Water System Canal pumping system- level transducer replaced
f. Plymouth tank flow controller-adjustments and repairs made.
g. Lake Tabaud flow meter wiring- repairs in progress
4. Lone WTP electrical circuit installed for influent vault sump pump
5. Electrical inventory- some clean up and inventory counts.

Construction:
1. Service line leak repairs:
   a. W. Jackson (2gpm, lone)
   b. Sugar Pine Ct. (2 gpm, CAWP)
2. Main Breaks/Leaks
   a. 6" on Spanish St. (.5 gpm Sutter Creek)
   b. 8" on Luxemberg property (1000 gpm, Amador City)
c. 2" on Main St. (15-20gpm, Amador City)
d. 6" Hwy 88 near post office (500 gpm, CAWP)
3. Grubbing, clearing easement alignment for 10" water main from Tank A/B to Oxbow Rd. Tied 10" into tank and began installing pipe.

Distribution:
1. Service line leak repairs:
   a. Sunrise Ct. (20 gpm, CAWP)
   b. Tucker Hill Rd (20 gpm, AWS)
c. Sutter View Circle (5 gpm, AWS)
d. Sugar Pine Ct (2 gpm, CAWP)
e. Crystal Ridge Ct (.5 gpm, CAWP)
2. Main Break repairs:
   a. 6" Hwy 88 near post office (500 gpm, CAWP)
   b. 2" Lynn Way (20 gpm, CAWP)
c. Raw water Badger St. damaged by contractor (100 gpm, AWS)
3. Tank B fire flow upgrades (CAWP)
4. A/B Pump Station manifold repair

Canal:
1. Berm Leak Repairs:
a. Mile Marker 8.00 (50 gpm)
2. Waste Gate Leak Repairs:
   a. WG 14 (20 gpm)
   b. WG 21 (5 gpm)
3. Service line break repair:
   a. Mile Marker 4.25 (20 gpm)

Prepared by: Damon Wyckoff, Operations Manager
STAFF REPORT

Adopt Resolution No. 2016-17
Report of Delinquent Standby/Assessment Charges to be filed with the Amador County Controller's Office for Inclusion on the Tax Rolls

Requested Action:

Adopt Resolution No. 2016-17 Report of Delinquent Standby/Assessment Charges to be filed with the Amador County Controller's office for inclusion on the Tax Rolls.

Background:

Per the Agency's Water Code Section 2.50 – Collection of Delinquent Charges with Amador County Property Taxes (attached for reference), the Agency may annually submit a list to the County for collection of delinquent standby and assessment fees for water and wastewater systems to assist us in the collection of unpaid standby and assessment charges. In previous years, although not one hundred percent collected, this has been a successfully avenue for the collection of fees.

Alternatives: There are no alternatives recommended

Fiscal Impact: There is a $1.00 fee for each parcel submitted to the County.

Reviewed by Committee: No

Recommendation: Adopt Resolution No. 2016-17

Prepared by: Karen L. Gish, HR/Office Manager
from that owner by the applicant and presented to the Agency before service will be made available from the hydrant.

(i) **Temporary Water Service Without a Meter**
If it is not possible for the Agency to provide temporary water service at a fire hydrant through a hydrant meter, temporary service may be granted on a limited basis provided the applicant has paid the appropriate fee as set forth in UN-3(l), and has received a permit from the Agency. (Revised March 11, 2004 - Resolution No. 2004-16)

(j) **Enforcement.**
In addition to any other enforcement measure provided in the Agency Water Code, the Agency may immediately terminate the supply of water to any applicant receiving any temporary service in violation of this Section or any provision in the Agency Water Code. The applicant shall be liable for all costs and charges as determined in this section and other provisions of the Water Agency Code through the date of termination, and for all reasonable expenses, including but not limited to attorney’s fees, incurred by the Agency in its enforcement of this Section. Taking water from an Agency facility without proper authorization from the Agency is a misdemeanor punishable by law.

**Section 2.50 Collection and Enforcement of Standby Charges or Assessments**
The following provisions shall apply to the collection and enforcement of all standby charges or assessments adopted by the Agency:

(a) **Penalties**
Penalties may be collected for late payment of standby charges or assessments in the manner and at the same rates as those which are applicable for late payment of Amador County general taxes.

(b) **Judicial Relief and Attorney’s Fees**
In the event that any owner fails to pay standby charges or assessments within sixty (60) days of their due date, the owner shall be deemed to be in default and the Agency may bring a court action or other proceeding to collect such sum in default. In the event that the Agency is required to bring an action or other proceeding for collection of the amount in default, the owner shall pay any attorney’s fees, costs, or other expenses incurred by the Agency to bring such action or proceeding in accordance with Government Code section 54356 and other applicable law.

(c) **Lien**
Standby charges or assessments that have not been paid within sixty (60) days of their due date are delinquent and shall be a lien on the subject premises when a certificate is filed in the office of the Amador County Recorder specifying (a) the amount of the delinquent charges,
together with interest and penalties thereon, (b) the name of the owner of record of the premises which is subject to the charges, and (c) the Assessor's Parcel Number and legal description of the premises. Such lien shall have the same force, effect, and priority as a judgment lien. Within thirty (30) days after receipt of payment of all amounts due, including any recordation fees paid by the Agency, a release of the lien shall be recorded.

(d) **Collection of Delinquent Charges with Amador County Property Taxes.**

Pursuant to Section 3.9 of the Amador Water Agency Act (Stats., 1975, c.63, '72), delinquent standby charges or assessments, penalties and interest may be collected in the same manner as the general Amador County taxes for the forthcoming fiscal year, as follows:

1. The Agency shall prepare a written report, which shall be filed with the Clerk of the Board. The report shall describe each premises and the amount of the delinquent charges or assessments, penalties and interest associated with each such premises.

2. The Clerk of the Board shall publish notice of the report's filing and of the time and place of hearing on the report, prior to the date set for the hearing. The notice shall be published at least once a week for two weeks. The Clerk of the Board also shall mail written notice of the report's filing to each affected owner. The notice shall state that the delinquencies, penalties and interest will be collected on the County tax roll.

3. At the time stated in the notice, the Board shall hear and consider all objections or protests, if any, to the report. Thereafter, the Board may adopt, revise, change, or modify the report and overrule any or all objections thereto. The Board's determination on each delinquency identified in the report shall be final.

4. Following the Board's hearing, and in sufficient time to meet the schedule established by the County for inclusion of items on the County general tax bill, the Clerk of the Board shall file with the County Auditor and the Board of Supervisors a copy of the report, signed by the Clerk of the Board, stating that the Board has adopted the report. The Clerk of the Board shall request the County Auditor to include the amount of delinquencies, penalties and interest on the bills for taxes levied against the premises identified in the report. In such cases, the delinquent standby charges or assessments shall become a lien against the premises to which it is charged in the same manner as the County general taxes. The amount of the delinquent standby charges or
assessments and any applicable penalties and interest shall be stated on the tax bill separately from all other taxes.
RESOLUTION NO. 2016-17

OF THE BOARD OF DIRECTORS OF THE AMADOR WATER AGENCY ADOPTING THE WRITTEN REPORT OF THE CLERK OF THE BOARD ON DELINQUENT STANDBY CHARGES / ASSESSMENTS AND AUTHORIZING THEIR COLLECTION ON THE COUNTY TAX ROLL

BE IT RESOLVED, by the Board of Directors of the Amador Water Agency ("Water Agency") as follows:

1. The Board of Directors has heretofore adopted standby charges / assessments for certain parcels of real property within the Agency’s Water Service Area, and Wastewater Improvement District No. 1.

2. The Board hereby elects, pursuant to West’s Annotated California Water Code Appendix section 3.9, to collect in the same manner, at the same time, and by the same person as taxes for Amador County, the delinquent standby charges and assessments, together with any penalties thereon, for certain parcels of real property within the Agency’s Water Service area, and Wastewater Improvement District No. 1.

3. A written report was prepared and filed on August 11, 2016 by the Clerk of the Board containing a description of each parcel of real property within the Agency’s Water Service areas and Wastewater Improvement District No. 1 for which standby charges/ assessments are delinquent and of the amount delinquent charges for each such parcel, together with penalties thereon.

4. A Notice of filing said report and of the time and place of hearing thereon, to wit, August 11, 2016 at 9:00 at the Board Room of the Amador Water Agency located at 12800 Ridge Rd, Sutter Creek, California, has been published in a newspaper of general circulation within the Amador Water Agency pursuant to Section 6066 of the Government Code and was mailed to each affected property owner on July 25th, 2016.

5. The Board of Directors of the Amador Water Agency held such public hearing on said written report at the time and place specified in said notice, considered all objections and protests, if any, to said report, and finds that each standby charge specified in said report remains delinquent as of the date of adoption of this resolution.

6. The Board of Directors, based upon the findings herein above set forth, hereby adopts said written report and directs that a copy of said written report be filed with the Auditor of Amador County.

7. The Board of Directors by this resolution directs the Auditor of Amador County to enter the amounts of the delinquent standby charges/ assessments, together with penalties thereon, as specified in said adopted written report, against the respective parcels of land shown on said report, as they appear on the current assessment roll.

8. Said delinquent standby charges, together with penalties thereon, shall thereafter constitute a lien upon and be included on a bill for taxes levied against said parcels, shall be collected together with and not separately from taxes for Amador Water Agency, and the levy, collection and enforcement of general taxes shall be applicable to
such charges, all as more particularly set forth in West's Annotated California Water Code Appendix section 3.9.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Amador Water Agency at a Regular meeting held on this 11th day of August, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN: None

Signed and approved by me after its passage this 11th day of August, 2016.

______________________________
Robert Manassero
President, Board of Directors

ATTEST:

______________________________
Cris L. Thompson
Clerk of the Board of Directors
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**Total:** 13971.57
STAFF REPORT

Engineering Department Re-organization

Requested Action:

Board Approval of the re-organization of the Engineering Department as displayed on the attached draft organizational chart.
Board authorization to the General Manager to implement the approved Engineering Department structure as depicted in the draft organizational chart.

Background:

Recently the Agency has experienced issues related to capital projects. Engineer's estimates have come in low when compared to actual construction costs, projects have exceeded timelines, public concerns have been raised, and it has been difficult to manage the priorities of in-progress capital projects while working to get other capital projects (CDBG, Small Diameter Pipeline) out to bid.

An Ad Hoc committee was assigned to address these recognized shortfalls within the department. It was determined that re-organizing the department with a working manager within the department would improve the Agency's ability to address problems that arise while also providing day-to-day management of projects and priorities. The proposed Manager position would have both the responsibility and accountability associated with all aspects of the Engineering Department including direct interaction with the public and outside organizations.

The current organizational chart is deficient in providing the type of coverage needed for the Engineering Department. Currently, the Operations Manager is responsible for the field disciplines as well as the Engineering Department. This position simply cannot devote enough time to comprehensively manage Engineering on a day-to-day basis. The Agency has relied on the efforts of the Supervising Engineer to oversee the operation of the
department, while the Operations Manager and General Manager have worked to address project related issues as they arise.

The Ad-hoc committee, along with the management team, are proposing re-organizing the Engineering Department, which would eliminate the Engineering Supervisor position and one of the two Assistant Engineer positions. The proposed new structure includes an Engineering Manager position and a Staff Engineer position. (see attached draft organizational chart)

The recommendation of the Ad-hoc committee comes with the understanding that the Engineering Department needs to be structured in a way to better manage project schedules, project costs, and project estimates, while providing excellent customer service (internal and external) and public interaction. Having a salaried working Manager directly involved in the day-to-day operations of the department will help the Agency achieve this goal. Having the Engineering Manager position, would eliminate the need for a Supervising Engineer. Instead, a Staff Engineer without supervising duties would be dedicated to engineering work. Likewise, with the current workload, a second Assistant Engineer is not needed at this time. As depicted in the draft organization chart the department would consist of an Engineering Manager, Staff Engineer, Assistant Engineer, Inspector and GIS/ CAD Tech (vacant with no intent to fill at this time)

**Fiscal Impact:**

Estimated at an additional annual salary cost of $30,500 but subject to final employment negotiations.

**Reviewed by Committee:**

Yes. Reviewed and recommended by the Ad Hoc committee.

**Recommendation:**

Board Approval of the re-organization of the Engineering Department as displayed on the attached draft organizational chart.

Board authorization to the General Manager to implement the approved Engineering Department structure as depicted in the draft organizational chart.

**Prepared by:**

Damon Wyckoff, Operations Manager
Current Organizational Chart

Board of Directors
Paul Molinelli - District I Gary Thomas - District II
Rich Farrington - District III Robert Manassero - District IV
Art Toy - District V

Gene Mancebo
General Manager

Connie Gamebin
Admin Assistant I

Cris Thompson
Assistant GM/ Clerk of Board

Gene Mancebo
General Manager

Damon Wyckoff
Operations Manager

Andrea Hinton
Admin Assistant

Bryan Batas
PM/Office Manager

Karen Gish
PM/Office Manager

Tracey Hays
Finance Manager

Andrea Petretti
Customer Serv Rep

Elisabeth Edelman
Customer Serv Rep

Linda Nafus
Customer Serv Rep II

Susan Schafer
Meter Reader

Andrea Petretti
Customer Serv Rep

Cindy Hansen
Accounting Clerk III

Deborah Vonklev
Accounting Clerk II

Connie Fritz
Purchasing Agent

Don Hutchison
Construction Supervisor

Kraig Miller
Distribution/Canal Supervisor

Seth Karshner
Utility II

Dennis Larson
Distribution II

Brian Bates
Utility II

Nick Lawson
Distribution III

Vacant
Instrument/Elec Tech
(approved yet unfilled)

Marty Misner
Distribution II

Jeffery Shortridge
Distribution II

Nick Tamantini
Distribution II

Vacant
GIS / CAD Tech
(approved yet unfilled)

Vacant
GIS / CAD Tech
(approved yet unfilled)

Pat Purcell
Supervisor of Electrical Controls

Jeff Rankin
Instrument/Elect Tech

Lonny Brewster
Wastewater Op II

Vacant
Instrument/Elec Tech
(approved yet unfilled)

Jerry Goddorn
Wastewater Supervisor

Mike Munson
Wastewater Op I

George Barnes
Water Trt Op III

Doug Yardley
Water Treatment Supervisor

Erik Christeson
Engineering Supervisor

Vacant
GIS / CAD Tech
(approved yet unfilled)

Vacant
GIS / CAD Tech
(approved yet unfilled)

Brandt Cook
Asst Engineer

James King
Asst Engineer

Bob Valdez
Inspector/PM Tech

Evacation

Michael Thompson
Wtr Trt Op II

Vacant

Jim Hiltz
Asst Engineer
Proposed Organizational Chart

Board of Directors
Paul Moline - District I, Gary Thomas - District II
Rich Farrington - District III, Robert Manassero-District IV
Art Toy - District V

Gene Mancebo
General Manager

Connie Gagnebin
Admin Assistant II

Gail Thompson
Assistant GM/ Clerk of Board

Damon Wyckoff
Operations Manager

Andrea Hinton
Admin Assistant III

Proposed Engineering Manager

Karen Gish
HR/Office Manager

Tracy Hayes
Finance Manager

Don Hurlichison
Construction Supervisor

Connie Fritz
Purchasing Agent

Cindy Hansen
Accounting Clerk III

Seth Karshner
Utility II

Mar Trites
Utility II

Dennis Larson
Distribution III

Jeff Randall
Instrument/Elec. Tech

Nick Lawson
Distribution III

Vacant
Instrument/Elec. Tech
(approved yet unfilled)

Marty Monew
Distribution II

Vacant
Inspector/PM Tech

Dust May
Wtr Trt Op III

Gene Mancebo
General Manager

Proposed Staff Engineer

Proposed

Karen Gish
HR/Office Manager

Tracy Hayes
Finance Manager

Don Hurlichison
Construction Supervisor

Connie Fritz
Purchasing Agent

Cindy Hansen
Accounting Clerk III

Seth Karshner
Utility II

Mar Trites
Utility II

Dennis Larson
Distribution III

Jeff Randall
Instrument/Elec. Tech

Nick Lawson
Distribution III

Vacant
Instrument/Elec. Tech
(approved yet unfilled)

Marty Monew
Distribution II

Vacant
Inspector/PM Tech

Dust May
Wtr Trt Op III

Karen Gish
HR/Office Manager

Tracy Hayes
Finance Manager

Don Hurlichison
Construction Supervisor

Connie Fritz
Purchasing Agent

Cindy Hansen
Accounting Clerk III

Seth Karshner
Utility II

Mar Trites
Utility II

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Distribution III

Jeff Randall
Instrument/Elec. Tech

Nick Lawson
Distribution III

Vacant
Instrument/Elec. Tech
(approved yet unfilled)

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Distribution II

Vacant
Inspector/PM Tech

Dust May
Wtr Trt Op III

Karen Gish
HR/Office Manager

Tracy Hayes
Finance Manager

Don Hurlichison
Construction Supervisor

Connie Fritz
Purchasing Agent

Cindy Hansen
Accounting Clerk III

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Mar Trites
Utility II

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Jeff Randall
Instrument/Elec. Tech

Nick Lawson
Distribution III

Vacant
Instrument/Elec. Tech
(approved yet unfilled)

Marty Monew
Distribution II

Vacant
Inspector/PM Tech

Dust May
Wtr Trt Op III
STAFF REPORT

Tanner and Ione Hydro Projects Update

Requested Action:
Update and presentation of Tanner and Ione Hydro projects by Matt Swindle, Nline Energy Inc, including discussion of the updated financial analysis of the Ione Hydro Project

Discussion and possible action to authorize the General Manager to complete all necessary actions to apply for a California Energy Commission, Electric Program Investment Charge grant for the Ione Hydro project

Background:
N-line Energy Inc. has been actively seeking grant funding to assist in reducing the financial impact to the Agency for the Ione Hydro Project. The Agency has an opportunity to apply for a California Energy Commission, Electric Program Investment Charge (CEC, EPIC) grant for the Ione Hydro project. The deadline for submitting the application is August 17, 2016. There are several documents that need to be completed in order to meet the grant requirements set forth by the CEC, one of which is a letter of commitment by the Agency. (see attached draft) The commitment letter has a matching funds paragraph. The following needs to be considered while determining whether to authorize the General Manager to complete the necessary letter along with the other requirements:

- Submitting for the CEC grant does not obligate AWA to accept grant funding or build the project
- If the application was funded, the Board would not have to make a decision to commit funds on the grant until Feb / Mar 2017.
- Between the time that the CEC grant is submitted and when the Board would have to sign a CEC agreement to accept grant funding, the following development options will occur:
  - PG&E interconnection costs will be finalized (Aug 2016)
  - CEQA IS/MND will be complete (Sep 2016)
  - CEC 1% and iBank 3% loan applications submitted
Staff recommends authorization to complete all necessary actions to apply for the CEC EPIC grant with the understanding of the above and noting that the funding match will be contingent on the following provisions and future Board approval:

A. The Amador Water Agency is also successful in securing a 1% loan of $1,365,000 for a funding match based on a total project cost of $2,075,000

B. The Amador Water Agency is able to secure all of the permits needed in order to construct the facility.

Alternatives: Direct staff to look for alternative funding methods or not to apply for the grant

Fiscal Impact: Some staff time and N-line will receive a percentage of the grant, if received, which is included in the total project costs

Reviewed by Committee: No

Recommendation:

Discussion and possible action to authorize the General Manager to complete all necessary actions to apply for the California Energy Commission, Electric Program Investment Charge grant for the Lone Hydro project

Prepared by: Cris L. Thompson, Assistant General Manager
August 11, 2016

CEC Commissioners and Staff
California Energy Commission
Research and Development Division
1516 9th Street
Sacramento, CA 95814

Re: Letter of Commitment for the Amador Water Agency In-Conduit Hydropower Development Project

Dear CEC Commissioners and Research and Development Division Staff,

The Amador Water Agency (AWA) is committed to implement the Amador Water Agency In-Conduit Hydropower Development Project, (AWA Project), and will provide $1,365,000.00 match funding and provide the proposed demonstration and deployment site, as a part of the California Energy Commission’s GFO-16-301: Improving Small Hydro Geothermal and Wind Energy Technologies.

AWA is a California municipal water district that serves disadvantaged communities and maintains the lone pipeline, a raw water pipeline with flows ranging from 1 to 5 cubic feet per second that currently discharges into the lone Reservoir. Excess pressure in the lone pipeline ranges from 460 to 500 pounds per square inch, or 1065 to 1155 feet of net head that is vented to the atmosphere through a pressure-reducing valve located at the lone reservoir. This wasted pressure and energy, combined with the flow rate, is an ideal project site and presents an optimal opportunity to re-capture the energy through in-conduit hydroelectric technologies and maximize the capture of wasted energy in water supply networks.

The AWA Project will develop and validate an innovative Pelton hydroelectric turbine runner to capture existing and future in-conduit energy that will provide a flexible solution with increased economic competitiveness to expand the use of in-conduit hydropower throughout California. The AWA Project will implement the new turbine runner into a new in-conduit hydroelectric project, named the lone Hydroelectric Project owned by Amador Water Agency, which offers an ideal demonstration site. This pre-commercial demonstration is particularly important as a showcase for communities with expanding water systems to see the advantages of technologies that maximize the capture of wasted energy now and in the future. The scalability and replicability of deploying high-head hydroelectric turbine technology to many new sites, as well as upgrading many of the existing systems, is exceptional throughout California. The AWA Project offers direct benefits and, ultimately, will improve understanding and lead to increased generation of in-conduit hydropower into the system-wide energy mix.
The source of the $1,365,000.00 match funding is a combination of cash held in reserves as well as a low-interest loan. This value and funding source are reliable because of cash held in reserve, as well as a pending application for the California Energy Commission 1-percent loan program, a California Infrastructure Bank 3-percent loan program or a private placement loan package. All of these loan options have been researched and the terms and conditions are satisfactory for the development of the project. The AWA guarantees, without reservation or limitation, that the $1,365,000.00 proposed match funds are available for the project and is committed to providing the project site. If these funds are significantly reduced or lost, then the AWA will seek additional grant funding opportunities through the US Bureau of Reclamation, US Department of Agriculture, US Department of Energy, California Department of Water Resources and other state and federal grants to encourage the development of sustainable, renewable energy projects. In addition, AWA will provide the proposed demonstration and deployment site.

AWA is committed to implementing the AWA Project and strongly encourages the California Energy Commission to provide the needed funding to improve efficiency and energy generation of in-conduit hydroelectric stations in order to expand the use of hydropower in California and help achieve the state's renewable energy initiatives, including AB 32 and SB 350.

Sincerely,

Gene Mancebo
General Manager
Amador Water Agency
Amador Water Agency

Update for Tanner and Ione Hydroelectric Projects

August 11, 2016
**Tanner Hydro - Update**

- PG&E Permission to Operate
- Final PLC Programming and Testing
- PG&E Self Generation Incentive Program
- Net-Energy Metering Aggregation Billing

### Electric Usage This Period: 20,925,120000 kWh, 30 billing days

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**Peak**: 5/1-10/31 12:00pm-6:00pm, M-F (except Holidays);
**Part Peak**: 5/1-10/31 8:30am-12:00pm, 6:00pm-9:30pm, M-F (except Holidays); 11/1-4/30 8:30am-9:30pm, M-F (except Holidays);
**Off Peak**: Year Round 9:30pm - 8:30am, M-F (except Holidays);
Sat-Sun, Holidays
Ione Hydro - Update

- CEQA IS/MND Draft Report complete
  - Additional AB 52 consultations required
  - Expect Board Resolution in Sept 2016
- PG&E Interconnection application filed
- CEC 1-percent loan application pending
- CEC EPIC In-Conduit Hydroelectric grant
CEC EPIC Grant Overview

- Research and demonstration projects focused on in-conduit hydroelectric development
  - Improving Pelton turbine efficiency and costs for high-head applications (NLine Energy and Gilkes as partners)
- $3.5M statewide budget
  - <$2M max per project, but >$500k minimum
  - No matching funds required, but needed to be competitive
  - Letter of Commitment required
- Requesting $500k for the lone project
- Application due Aug 17 at 5 PM PDT
Amador Water Agency
Financial Summary and Detailed Pro Forma
August 2016 (includes EPIC Grant)

Project Cost = $2,075,000
Grant = $500,000
Net Project Cost = $1,575,000

Funds Spent to Date = $187,650

ReMAT 1% Debt
  • Payback = 14.5
  • 30 Year Net Earnings = $1,967,000
  • 30 Year NPV = $939,000
  • Year 1 Net Cash Flow = $33,000

ReMAT 3% Debt
  • Payback = 18.2
  • 30 Year Net Earnings = $1,499,000
  • 30 Year NPV = $621,000
  • Year 1 Net Cash Flow = $9,000

RESBCT 1% Debt
  • Payback = 15.2
  • 30 Year Net Earnings = $2,273,000
  • 30 Year NPV = $1,010,000
  • Year 1 Net Cash Flow = $15,000

RESBCT 3% Debt
  • Payback = 18.5
  • 30 Year Net Earnings = $1,806,000
  • 30 Year NPV = $693,000
  • Year 1 Net Cash Flow = -$9,000
## Net Energy Benefit to District

### Cost of System Purchase

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<th>REMAT</th>
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<th>Less: O&amp;M Cost</th>
<th>Net Energy Benefit</th>
<th>TurnKey Contract Price</th>
<th>AWA Initial Cash Investment</th>
<th>Grant</th>
<th>Net Present Value Cost</th>
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### Economic Benefit

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## Amador - alone - 1% Debt (REMAT) - Including EPIC Grant

Condult Hydroelectric Project - Estimated Savings

N lineage Provides Turnkey Design/Build/Maintenance Services
## Net Energy Benefit to District

The table below shows the estimated energy benefit over the years of the project:

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<th>Avoided Utility Cost</th>
<th>Bill Credit (RES-BCT)</th>
<th>REMAT</th>
<th>Less GIC Registration Fees</th>
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### Economic Benefit

The economic benefit is calculated as follows:

- **Yearly Net Savings**: $1,499,172
- **NPV Savings**: $621,556

### Cost of System Purchase

- **Turnkey Contract Price**: $2,375,000
- **Initial Cash Investment**: $180,000
- **Grant**: $590,000
- **Net Project Cost**: $1,785,000
- **Construction Financing**: $10,275
- **Total Financing**: $1,895,275

### Economic Benefit Details

- **Annual Net Savings**: $9,093
- **NPV Net Savings**: $621,556

---

**Condult Hydroelecrt¡c Projec¡ - Incl EPIC Grant**

Nonline Energy Provides Turnkey Design/Build/Maintenance Services
## Net Energy Benefit to District

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## Cost of System Purchase

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## Economic Benefit

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| 5 Year Net Savings | $3,213 |
| 30 Year NPV Savings | $1,464,448 |

### Notes
- Estimated System Size (kWh): 380,000
- Budgetary Turnkey Cost ($/kWh): 8.35
- kWh Used On-Site: 0
- kWh Sold Under REMAT: 0
- Total Energy Production (kWh): 380,000

### Assumptions
- TOU Avg RESECT = 0
- TOU Avg REMAT = 0
- kWh Convert to Bill Credit = 0
- kWh Sold Under REMAT = 0
- Construction Financing = 0
- Total Financing = 0

### Key Calculations
- Net Project Cost = 1,570,000
-adian Cost = 500,000
- AWWA Initial Cash Investment = 2,075,000
- Benefit Principle = 3,192,000
- Benefit Interest = 2,273,100
- Benefit Total = 5,465,100

### Key Figures
- Energy Provided Turnkey Design/Build/Maintenance: 2,273,100
- Total System Cost: 2,273,100
- O&M Costs: 2,273,100
- Estimated Budgetary Turnkey Cost (S/Wp): 500,000
- Total O&M Costs = 2,273,100
- Net Project Cost = 1,570,000
- Total O&M = 2,273,100
- 5 Year Net Savings = 3,213
- 30 Year NPV Savings = 1,464,448
- 5 Year Net Savings = 3,213
- 30 Year NPV Savings = 1,464,448
- 5 Year Net Savings = 3,213
- 30 Year NPV Savings = 1,464,448
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- 30 Year NPV Savings = 1,464,448
- 5 Year Net Savings = 3,213
- 30 Year NPV Savings = 1,464,448
### Amador - Ione - 3% Debt (RESBCT) - EPIC Grant

**Conduit Hydroelectric Project - Estimated Savings**

#### Net Energy Benefit to District

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#### Cost of System Purchase

| 30 Year Net Savings | $1,895,659 |
| 30 Year NPV Savings | $692,520 |

#### Economic Benefit

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**Note:** Estimated System Size (kWp) = 169,406 kW, kWh Sold Under REMAT = 1,151,000 kWh.
STAFF REPORT

Water Revenues and Production
July, 2016

Requested Action:
No requested action, update only

Background:
As discussed during the budget process, staff will be providing water service revenue and production comparisons to the Board on a monthly basis following Board action to lift the mandatory conservation requirements. The attached water service revenue spreadsheet compares current July water revenue (June water usage billed in July) to fiscal years 13-14, 14-15 and 15-16. July, 2016 water revenues are 26% over budget. Current water revenues are 19.4% over July, 2015, 3.2% less than July, 2014 and 7.7% less than July, 2013. Water Production totals continue to be less than produced in 2013 and 2014, however production has increased by an overall 12.88% over 2015. (see attached) Overall Water Production is 31.82% less in 2016 than 2013.

Alternatives: There are no alternatives recommended

Fiscal Impact: None

Reviewed by Committee: No

Recommendation: None - Update only

Prepared by: Cris L. Thompson, Assistant General Manager
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<th>AWA WATER SYSTEM</th>
<th>FY 16-17 Budget</th>
<th>Budget at 8%</th>
<th>July Sales 16-17</th>
<th>July Sales 15-16</th>
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<td><strong>Total</strong></td>
<td><strong>6,345,550</strong></td>
<td><strong>507,764</strong></td>
<td><strong>687,669</strong></td>
<td><strong>554,122</strong></td>
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<tr>
<td></td>
<td><strong>8.00%</strong></td>
<td><strong>26.16%</strong></td>
<td><strong>19.42%</strong></td>
<td><strong>3.29%</strong></td>
<td><strong>7.73%</strong></td>
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JULY PLANT PRODUCTION IN MG

- 2013
- 2014
- 2015
- 2016

### TANNER
- 2013: 120.9
- 2014: 100.41
- 2015: 73.23
- 2016: 83.37

### IONE
- 2013: 66.66
- 2014: 51.02
- 2015: 36.91
- 2016: 44.41

### BUCKHORN
- 2013: 40.05
- 2014: 32.42
- 2015: 24.76
- 2016: 26.97

### CAMANCHE
- 2013: 12.56
- 2014: 9.49
- 2015: 7.94
- 2016: 9.85

### LA MEL
- 2013: 0.94
- 2014: 0.68
- 2015: 0.45
- 2016: 0.56

### TIGER CREEK
- 2013: 0.051
- 2014: 0.09
- 2015: 0.06
- 2016: 0.07

### TOTAL
- 2013: 241.96
- 2014: 194.11
- 2015: 143.35
- 2016: 164.17
All Treated Water Production (MG)

to see Individual Chart for All Water Production Combined

<table>
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<tr>
<th></th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>Average</th>
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<td>95.73</td>
<td>107.50</td>
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<td>TOTAL</td>
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<td>146.66</td>
<td>127.04</td>
<td>107.42</td>
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Total Treated Water Production All Systems

![Chart showing monthly production from 2010 to 2016 with average values.](chart.png)
STAFF REPORT

Gravity Supply Line Project – Tree Replanting Work
Procedure for Securing Contractor to Complete Project Work

Requested Action:

That the Board reject the sole bid for the GSL Tree Replanting Project by Habitat Restoration Sciences, Inc. for $213,648.

That the Board finds the GSL Tree Replanting Project may be accomplished using the force account method under Public Contract Code (“PCC”) section 21451 and the Construction Industry Force Account v. Amador Water Agency case, and, if necessary, sole source contracting under the Graydon v. Pasadena Redevelopment District exception because the Agency can obtain completion of the same work at a substantially lower cost and therefore benefit ratepayers by reducing project costs.

Background:

Upon execution of the Exit Agreement with Sierra Mountain Construction, Inc. ("SMCI"), three significant items remained for completion. The first being the relocation of the intake structure at the Tiger Creek Regulator; the second being completion of the radio, electrical, SCADA and programming for the project; and the final being the tree replanting that was required to varying degrees under the project environmental document and various permits.

In order to provide an “apples to apples” comparison, the GSL Tree Replanting project was bid utilizing the same contractual requirements in the original GSL contract with SMCI. Agency counsel reviewed the new contract to ensure that it was completed in accordance with SMCI’s original contractual obligations. The project was originally advertised for bid on May 20, 2016, with the bid opening on June 16, 2016. The project was advertised per normal Agency protocol in the Amador Ledger Dispatch. Despite some inquiries from contractors, no bids were received on June 16, 2016. In consultation with Agency counsel, it was decided to re-advertise the project on July 1, 2016. This time notices were posted in the Sacramento Bee, Stockton Record and Amador Ledger Dispatch. Additionally, the project
was posted in 29 builders exchanges from Shasta County to Ventura County. Three contractors attended the optional bid walk, but only one bid was received for $213,648. This bid was very high relative to the estimated cost ($100,000~$150,000) and market conditions. SMCI has contended that they only included $14,000 for tree replanting in their original project bid.

The Agency has the authority to secure the performance of this work through alternative methods. One option would include the Agency purchasing the materials as a separate cost item and performing the work of replanting and maintaining the trees by a force account method under PCC Section 21451 and the Construction Industry Force Account v. Amador Water Agency case. Because the sole bid is excessive and the Agency is authorized to obtain performance of this work by alternative methods, Staff recommends that the Board reject the sole bid received in the second round of bidding.

PCC 21451 / Construction Industry Force Account case / Graydon Exception:

Despite advertising the project twice, only one bid was received. Staff has analyzed this bid as discussed below and deems it excessive. Staff has investigated the cost to perform this work and determined that the Agency could accomplish work of the same scope and quality for approximately 50% to 60% of the cost of the sole bid received. Staff recommends that the Board finds that it would be beneficial to the ratepayers for the Agency to use its authority under PCC Section 21451 and the Construction Industry Force Account case to accomplish work using the force account method. Per Agency counsel, PCC section 21451 and the Construction Industry Force Account case do not require the Agency to bid a public works project if the Agency is able to perform the work with its own forces and hired labor under its direction, or to reject bids and use this method when no bids are received or any bids that are received are excessive. If the Agency performs the GSL tree replanting work as a force account project, it would still be required to comply with all labor, safety and other applicable laws. Under PCC section 21451 and the Amador Water Agency Act, AWA may without any limitations acquire materials and supplies for public works projects on the open market without any price limitations or conditions.

As you may recall, Agency counsel has advised that there is in limited circumstances a recognized common law exception to the competitive bidding requirement for a public works project. The “Graydon exception” is named for the case of Graydon v. Pasadena Redevelopment District and applies when the nature of the contracted work is such that competitive proposals would be unavailing or would not produce an advantage, and the advertisement for competitive bids would therefore be undesirable, impractical or impossible. Under this rule, competitive bidding can be dispensed with when soliciting competitive proposals would work a hardship and defeat the purposes for which the public bidding laws were enacted, where competitive proposals do not produce any advantage, or where it is practically impossible to obtain the result that is required. In this case, it would make no sense for ratepayers to pay $60,000 to $100,000 more for the same work when it can be accomplished under the same contract terms that a contractor performing the work under a contract awarded in a competitive bidding situation, which would impose the same level of Agency oversight and compliance by the contractor with all applicable labor, safety, and other applicable laws.
Alternatives:

The Board could direct Staff to award Habitat Restoration Sciences, Inc. the GSL Tree Replanting Project contract for $213,648.

Fiscal Impact:

Potential savings of $60,000 to $100,000.

Reviewed by Committee:

No.

Recommendation:

That the Board reject the sole bid for the GSL Tree Replanting Project by Habitat Restoration Sciences, Inc. for $213,648.

That the Board makes findings that the Water Agency is authorized under PCC section 21451 and the Construction Industry Force Account v. Amador Water Agency case to use the force account method to carry out the GSL Tree Replanting work and to authorize staff to use the force account method to complete this work.

That the Board also finds that performing any portions of the work necessary by sole source contracting would save the Agency's ratepayers significant costs while delivering the same scope and quality of work and that, in recognition of this advantage, find that the Graydon exception applies and, as a result, authorize staff to use sole source contracting to accomplish any portion of the work that cannot be performed by the force account method.

Engineering / Construction Analysis Prepared by:

Erik M. Christeson, P.E.